

STP 12-42A12-SM

SOLDIER'S MANUAL
and
TRAINER'S GUIDE

**Human Resources Specialist
MOS 42A**

Skill Levels

1 and 2

December 2011

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Headquarters, Department of the Army

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SOLDIER'S MANUAL and TRAINER'S GUIDE

Human Resources Specialist MOS 42A

Skill Levels 1 and 2

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PREFACE

This publication is for skill level (SL) 1 and 2 Soldiers holding Military Occupational Specialty (MOS) 42A and their trainers/first-line supervisors. It contains standardized training objectives in the form of task summaries, which can be used to train and evaluate Soldiers on critical tasks that support unit missions during wartime.

Soldiers holding the MOS/SL/ASI 42A1/2 and F5 should have access to this publication. It should be made available in the Soldier's work area, unit learning center, and unit library. Trainers and first-line supervisors should actively plan for Soldiers to have access to this publication. However, it is not intended that an individual copy be available for each Soldier holding the MOS/SL/ASI. Users of this publication are encouraged to recommend changes and submit comments for its improvement. Comments should be keyed to a specific page, must be provided for each comment to ensure understanding and complete evaluation.

This publication applies to the Active Army, the Army National Guard (ARNG)/Army National Guard of the United States (ARNGUS), and the United States Army Reserve (USAR) unless otherwise stated.

The proponent of this publication is the United States Army Training and Doctrine Command (TRADOC). Comments should be prepared using DA Form 2028 (Recommended Changes to Publications and Blank Forms) and forwarded directly to Commander, U.S. Army Soldier Support Institute, Training Development Directorate, ATTN: ATSG-TD, Fort Jackson, SC 29207-7025.

Unless this publication states otherwise, masculine nouns and pronouns do not refer exclusively to men.

CHAPTER 1

Introduction

1-1. General.

a. This Soldier Training Publication (STP) is the Soldier's Manual and Trainer's Guide (SMTG) that identifies the Military Occupational Specialty (MOS) training requirement for individual Soldiers in MOS 42A1/2, Human Resources Specialist. It is the primary MOS reference that supports the self-development and training of Soldiers possessing MOS 42A1/2. Therefore, commanders, trainers, and Soldiers should use this manual to plan, conduct, and evaluate training within their units.

b. To establish effective training plans and programs that integrate Soldier's, leader's, and collective tasks, use this manual with the following publications:

(1) Soldier's Manual of Common Tasks (SMCT). STP 21-1-SMCT for skill level (SL) 1 Soldiers and STP 21-24-SMCT for SL2 and above.

(2) FM 1-0, Human Resources Support.

1-2. TASK SUMMARIES. Task summaries outline the wartime performance requirements of each critical task in this SM. They give both Soldiers and trainers the information necessary to prepare, conduct, and evaluate critical task training. As a minimum, task summaries include the information Soldiers must know and the skills they must perform/demonstrate to standards. Task summaries contain the format as follows:

- a. Task Title. The task title identifies the action that the Soldier must perform/demonstrate.
- b. Task Number. Task numbers are 11 alphanumeric characters that identify each task. Include this number and its title in any correspondence that relates to this task.
- c. Conditions. The condition statement lists all the necessary equipment, tools, references, job aids and supporting personnel, for the Soldier to perform the task in wartime.
- d. Standards. The task standards describe how well and to what level the Soldier must perform a task under wartime conditions. Standards are typically described in terms of accuracy, completeness and speed.
- e. Evaluation Preparation. This section shows the necessary modifications to task performance in order to train and evaluate a task that normally cannot be trained to the wartime standard, under wartime conditions. It may also include special training and evaluation preparation instructions to accommodate these modifications, and any instructions to furnish the Soldier before evaluation.
- f. Performance Measures. Performance measures are evaluation guides that identify the specific actions the Soldiers are to accomplish, to successfully complete the task. This SMTG lists specific actions in a "GO/NO GO" format.
- g. Evaluation Guidance. This section shows the requirements (for example, number of performance measures receiving a "GO") for successfully completing the task.
- h. References. This section identifies references that provide more detailed and thorough explanations of task performance requirements than given in the task summary description.

1-3. SOLDIER'S RESPONSIBILITIES. Each Soldier is responsible for performing individual tasks, which the first-line supervisor identifies. The Soldier must perform the task to the standard listed in this STP. The Soldier's first line supervisor can clarify any questions about how to complete a task, or which tasks

in this STP the Soldier must perform. It is the Soldier's responsibility to ask the first-line supervisor for clarification. In addition, the first line supervisor knows how to perform each task and can direct the Soldier to the appropriate training materials.

1-4. SELF-DEVELOPMENT AND THE SOLDIER'S MANUAL AND DISTANCE LEARNING.

- a. Self-development is one of the key components of the leader development program. It is a planned, progressive, and sequential program followed by leaders to enhance and sustain their military competencies. It consists of individual study, research, professional reading, practice, and self-assessment. Under the self-development concept, the NCO, as an Army professional, is responsible for remaining current in all phases of the MOS.
- b. The SM is the Soldier's primary source for maintaining MOS proficiency.
- c. Distance Learning (dL) - Formal, nonresident training programs for TRADOC service schools and certain DOD/DA schools and agencies are available in several dL formats. For example, the Army Institute for Professional Development (AIPD) administers the Army Correspondence Course Program (ACCP). Another important resource for NCO self-development for professional development is DA Pamphlet 350-58, Leader Development for America's Army, outlines Army leader development doctrine: what it is and how it is executed for both Active and Reserve Component officers, warrant officers, noncommissioned officers and Department of the Army civilians.
- d. Unit learning centers are valuable resources for planning self-development programs. They can help access enlisted career maps, training support products, and extension training materials.

1-5. TRAINING SUPPORT. This STP includes the following sections that provide additional training support information.

- a. Glossary. The glossary is a comprehensive list of acronyms, abbreviations, and terms.
- b. References. This section contains the references that support training for all tasks in this SM.

CHAPTER 2

Trainer's Guide

2-1. GENERAL. The MOS Training Plan (MTP) identifies the essential components of a unit training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the MTP should be used as a guide for conducting unit training and not a rigid standard. The MTP is designed to assist the commander in preparing a unit training plan which satisfies integration, cross training, train up, and sustainment training requirements for Soldiers in this MOS.

2-2. SUBJECT AREA CODES. The MTP shows the relationship of an MOS skill level between duty position and critical tasks. These critical tasks are grouped by task commonality into subject areas. This section lists subject areas numbers and titles used through the MTP. These subject areas are used to define the training requirements for each duty position within an MOS.

Skill Level 1/2

- Man the Force
- Provide HR Services

Postal Operations

- Postal Administration
- Postal Finance
- Domestic and International Mail
- Accountable Mail

2-3. CRITICAL TASK LIST. This section lists by general subject areas, the critical tasks to be trained in an MOS and the type of training required (resident, integration, or sustainment). Refer to the MOS Training Plan, Critical Task List.

Subject Area column. This column lists the subject area number and title in the same order as listed in paragraph 2-2 above.

Task Number column. This column lists the task numbers for all tasks included in the subject area.

Title column. This column lists the task title for each task in the subject area.

Training Location column. This column identifies the training location where the task is first trained to Soldier Training Publications standards. If the task is first trained to standard in the unit, the word Unit will be placed in this column. If the task is first trained to standard in the training base, it will identify, by brevity code (AIT, ALC, SLC, etc.), the resident course where the task was taught. Figure 2-1 contains a list of training locations and their corresponding brevity codes.

AIT Advanced Individual Training
UNIT Unit of assignment
F5 Postal Operations Functional Course

Figure 2-1. Training Locations

Sustainment Training Frequency column. This column indicates the recommended frequency at which the tasks should be trained to ensure Soldiers maintain task proficiency. Figure 2-2 identifies the frequency codes used in this column.

BA	- Biannually
AN	- Annually
SA	- Semiannually
QT	- Quarterly
MO	- Monthly
BW	- Bi-weekly
WK	- Weekly

Figure 2-2. Sustainment Training Frequency Codes

Sustainment Training Skill Level column. This column lists the skill levels of the MOS for which Soldiers must receive sustainment training to ensure they maintain proficiency to Soldier's manual standards.

MOS TRAINING PLAN 42A1/2

CRITICAL TASKS

Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
Skill Level 1				
Subject Area 1: MAN THE FORCE				
805C-42A-1213	Process a DFR Packet	AIT	AN	1-2
805C-42A-1257	Prepare Strength Accounting Reports	AIT	AN	1-2
805C-42A-1259	Create a Manifest	AIT	AN	1-2
805C-42A-1305	Conduct a Personnel Asset Inventory (PAI)	AIT	AN	1-2
805C-42A-1307	Create Ad Hoc Query	AIT	AN	1-2
805C-42A-1315	Process Personnel Strength Accountability Updates	AIT	AN	1-2
805C-42A-1317	Employ the Deployed Theater Accountability Software (DTAS)	AIT	AN	1-2
805C-42A-1319	Identify Human Resources Systems	AIT	AN	1-2
805C-42A-1321	Employ the Very Small Aperture Terminal (VSAT)	AIT	AN	1-2
805C-42A-1323	Perform Unit Strength Reconciliation	AIT	AN	1-2
805C-42A-2001	Perform System Administration	Unit	AN	2
805C-42A-2003	Process Workflow Notices	Unit	AN	2

Subject Area 2: PROVIDE HR SERVICES				
805C-42A-1002	Prepare Correspondence	AIT	AN	1-2
805C-42A-1043	Maintain Records	AIT	AN	1-2
805C-42A-1208	Process Recommendation for Award	AIT	AN	1-2
805C-42A-1219	Process Semi-Centralized Promotions	AIT	AN	1-2
805C-42A-1232	Process Enlisted Advancements for PV1-SPC	AIT	AN	1-2
805C-42A-1235	Review a Completed Noncommissioned Officer's Evaluation Report (NCOER)	AIT	AN	1-2
805C-42A-1241	Process Recommendation for Enlisted Transfer/Discharge from the Active Army	AIT	AN	1-2

<i>Subject Area 2: PROVIDE HR SERVICES</i>				
805C-42A-1250	Process a Request for Leave, Pass or Permissive TDY	AIT	AN	1-2
805C-42A-1255	Prepare Casualty Reports	AIT	AN	1-2
805C-42A-1265	Maintain Emergency Notification Data	AIT	AN	1-2
805C-42A-1284	Prepare Suspension of Favorable Personnel Actions (SFPA)	AIT	AN	1-2
805C-42A-1291	Prepare Request for Soldier Applications	AIT	AN	1-2
805C-42A-1301	Research Finance Actions	AIT	AN	1-2
805C-42A-1303	Determine Entitlement to Pay and Allowances	AIT	AN	1-2
805C-42A-1304	Interpret the Enlisted Record Brief and Officer Record Brief	AIT	AN	1-2
805C-42A-1308	Perform Unit Mailroom Operations	UNIT	AN	1-2
805C-42A-1310	Issue a Common Access Card (CAC)	AIT	AN	1-2
805C-42A-1312	Perform Office Computations	AIT	AN	1-2
<i>Subject Area 3. POSTAL ADMINISTRATION</i>				
805C-LF5-1221	Prepare Mail Transportation Documentation	F5	AN	1-2
805C-LF5-1230	Conduct Postal Directory Functions	F5	AN	1-2
805C-LF5-1240	Maintain Postal Supplies	F5	AN	1-2
805C-LF5-1420	Prepare Claims and Inquiry Forms	F5	AN	1-2
805C-LF5-1526	Report Suspected Postal Incidents	F5	AN	1-2
805C-LF5-1548	Operate an Integrated Retail Terminal	F5	AN	1-2
805C-LF5-1555	Provide Postal Security	F5	AN	1-2
<i>Subject Area 4. POSTAL FINANCE</i>				
805C-LF5-1212	Maintain Stamp Stock	F5	AN	1-2
805C-LF5-1213	Sell Domestic Postal Money Orders	F5	SA	1-2
805C-LF5-1214	Cash Domestic Postal Money Orders	F5	AN	1-2
805C-LF5-1215	Prepare Money Order Report	F5	AN	1-2
805C-LF5-1217	Conduct Audit of Stamp Stock	F5	AN	2
805C-LF5-1219	Operate a Postage Meter Machine	UNIT	AN	1-2
805C-LF5-1225	Control Domestic Money Order Forms	F5	AN	1-2
<i>Subject Area 5. DOMESTIC AND INTERNATIONAL MAIL</i>				
805C-LF5-1201	Accept Domestic Mail	F5	AN	1-2
805C-LF5-1205	Accept Domestic Mail Requiring Special Services	F5	AN	1-2
805C-LF5-1209	Accept International Mail	F5	AN	1-4
805C-LF5-1218	Process Mail	F5	AN	1-2
805C-LF5-1532	Operate a Postal Service Center	F5	AN	1-2
<i>Subject Area 6. ACCOUNTABLE MAIL</i>				
805C-LF5-1216	Process Incoming Registered Mail	F5	AN	1-2
805C-LF5-1222	Deliver Registered Mail	F5	AN	1-2
805C-LF5-1223	Dispatch Outgoing Registered Mail	F5	AN	1-4
805C-LF5-1227	Close a Registry Section	F5	AN	1-2

Skill Level 2				
<i>Subject Area 1. MAN THE FORCE</i>				
		UNIT	AN	1-2
805C-42A-2001	Perform System Administration			
805C-42A-2003	Process Workflow Notices	UNIT	AN	1-2

CHAPTER 3

MOS/Skill Level Tasks

Skill Level 1

Subject Area 1: MAN THE FORCE

Process a DFR Packet

805C-42A-1213

Conditions: You are assigned to an S-1 section where you are frequently required to provide documents for a dropped from rolls (DFR) packet on a Soldier who has been Absent Without Leave (AWOL) for more than 30 consecutive days with access to the following:

- a. AR 630-10 dated 13 Jan 06, Absence Without Leave (AWOL), Desertion, and Administration of Personnel Involved in Civilian Court Proceedings.
- b. AR 190-9 dated 18 Jan 07, Absentee Deserter Apprehension Program and Surrender of Military Personnel to Civilian Law Enforcement Authorities.
- c. AR 600-8-6 dated 24 Sep 98, Personnel Accounting and Strength Reporting.
- d. DA PAM 600-8 dated 1 Aug 86, Mgmt and Administrative Procedures.
- e. AR 600-8-104 dated 22 Jun 04, Military Personnel Information Management/Records.
- f. U.S. Army Deserter Information Point (USADIP) Deserter Processing Procedures with Sample Documentation Instructions, dated 15 Sep 10.
- g. DA Form 4187 (Personnel Action).
- h. DA Form 268 (Report to Suspend Favorable Personnel Actions [FLAG]).
- i. DD Form 553 (Deserter/Absentee wanted by the Armed Forces).
- j. DD Form 458 (Charge Sheet).
- k. DA Form 137-2 (Installation Clearance Record).
- l. DA Form 2823 (Sworn Statement) as needed.
- m. DA Form 3444 (Inpatient Treatment Records and Dental Records [Orange]).
- n. Standard Form (SF) 86 (Questionnaire for National Security Positions).
- o. DD Form 93 (Record of Emergency Data).
- p. DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States).
- q. DD Form 1966 (Record of Military Processing – Armed Forces of the United States).
- r. Military Orders, if Soldier is PCSing or TDY in transit and fails to report as ordered.
- s. DA Form 2-1 (Personnel Qualification Record).
- t. Letters to next of kin for AWOL and DFR (NOK).
- u. Discharge Order/Format 510 or MOB order (ARNG Only).
- v. Initial Active Duty for Training or Active Duty Training Order (ARNG/USAR Only).
- w. Assignment Order Format 440 of MOB Order (USAR Only).
- x. Inventories of both the member's Military Clothing Issue and personal clothing/effects.
- y. Standard office supplies and equipment.

Standards: Obtain and assemble all documents required for the DFR packet and forward to USADIP within five days after the 31st day of AWOL.

Performance Steps

1. Obtain and assemble all required documents for a DFR packet within 5 days after DFR.
 - a. Assembles the following documents for the Deserter Control Officer (DCO):
 - (1) DD Form 458 (Charge Sheet).
 - (2) DA Form 4187 changing the Soldier's Duty Status from PDY to AWL.
 - (3) DA Form 4187 changing the Soldier's Duty Status from AWL to DFR.

Performance Steps

- (4) DD Form 553 (Deserter/Absentee wanted by the Armed Forces).
 - (5) 10 - Day AWOL Letter to Next-of-Kin (NOK) stating Soldier is AWOL.
 - (6) 31 - Day DFR Letter to Next-of-Kin stating Soldier is DFR.
 - (7) Combined AWOL and DFR Letter to NOK. NOTE: Used exclusively for a One Day Drop and applies only to previous deserters who have been Returned to Military Control (RMC). The Soldier fails to return to a unit from which he or she is AWOL after RMC at another location or departs prior to the completion of administrative, judicial, or non-judicial action for a previous absence.
 - (8) DFR Packet cover sheet.
- b. Consults the following primary source documents for the DFR Packet:
- (1) Standard for (SF) 86 (Questionnaire for National Security Positions).
 - (2) DD Form 93 (Record of Emergency Data).
 - (3) DD Form 4 (Enlistment / Reenlistment Document Armed Forces of the United States).
 - (4) DD Form 1966 (Record of Military Processing - Armed Forces of the United States).
- NOTE: These forms may be obtained from Integrated Personnel Electronic Records Management System (iPERMS) or eMILPO.
- c. Ensure the following forms are maintained on file regarding the disposition of the deserter:
- (1) DA Form 137-2 (Installation Clearance Record).
 - (2) DA Form 268 (Report to Suspend Favorable Personnel Actions [FLAG]).
 - (3) Required information from Health / Dental Records obtained while out-processing to finalize the DD Form 553.
 - (4) Inventories of clothing and military / personal property.
 - (5) Unit commander / S2 and / or Joint Personnel Adjudication System memorandum revoking security clearance.
2. Ensure the DFR contains all the necessary forms and all forms are filled out properly IAW DFR packet sample and procedures supplied by USADIP.
 3. Ensure that a copy of the DA Form 4187 (AWL to DFR), DD Form 458, and DD Form 553 are forwarded to the provost marshal. The provost marshal will complete block 19 on DD Form 553 and return to unit commander within 48 hours.
 4. Ensure the DA Form 4187 (AWOL to DFR) is submitted to local finance office within 48 hours of DFR status.
 5. Ensure the entire DFR packet (DD Form 553 scanned separately) is scanned as a .TIF document or completed and signed digitally, and emailed to USADIP (knox.usadip.admin@conus.army.mil) within five days of the Soldier's DFR status.
 6. Ensure servicing PAS Chief submits DFR transaction in eMILPO after USADIP/NCIC informs the DCO that a warrant is issued. DCO will inform the PAS Chief to complete transaction.
 7. Scan DFR packet to iPERMS within 10 days of warrant issue.

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Obtained and assemble all required documents for a DFR packet within 5 days after DFR.	—	—
2. Ensured the DFR packet contained all the necessary forms and all forms were filled out properly.	—	—
3. Ensured the DD Form 553 and DA Forms 4187 were forwarded to the PMO within 48 hours of the report of DFR.	—	—
4. Ensured the DA 4187 (AWOL to DFR) was submitted to local finance office within 48 hours of DFR status.	—	—
5. Ensured the entire DFR packet is forwarded to USADIP within 30 days of the Soldier's DFR status.	—	—
6. Ensured PAS Chief submits DFR transaction in eMILPO upon notification from DCO.	—	—
7. Scanned DFR packet to iPERMS within 10 days of warrant issue.	—	—

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GOES if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required	Related
AR 600-8-2	AR 600-8-104
AR 600-8-6	DA FORM 137-2
AR 630-10	DA FORM 268
DA FORM 2-1	DD FORM 1966
DA FORM 4187	DD FORM 4
DA PAM 600-8	DD FORM 93
DD FORM 458	
DD FORM 553	

Prepare Strength Accounting Reports
805C-42A-1257

Conditions: You are assigned as an HR Specialist in an S-1 and on a daily basis must prepare strength reports. You have access to AR 600-8-6 and FM1-0.

Standards:

1. Initiate Personnel Summary Report (PS).
2. Initiate Personnel Requirements Report (PRR).
3. Initiate Personnel Status Report (PSR), (DA Form 5367-R).
4. Complete Task Force Personnel Summary (TFPS).

Performance Steps

1. Initiate Personnel Summary Report.
 - a. Complete Part I - "Detailed Portion" of the report, by annotating the following:
 - (1) Name of the report.
 - (2) Page number of the report.
 - (3) Parent unit with the date and time the report was printed (REPORTING UNIT/DATE/TIME OF REPORT).
 - (4) Name of the unit (UNIT NAME) submitting the report.
 - (5) Military Personnel Class (MPC).
 - (6) Authorized strength of the unit by MPC (AUTH).
 - (7) Unit's total personnel assigned for the previous day's ending strength (ASG).
 - (8) Unit's ending strength of personnel on-hand who could do the unit's mission (OPSTR) for the previous day.
 - (9) Number of replacements the unit has received since the last report (REPL).
 - (10) Number of Soldiers attached to the unit since the last report (ATCH).
 - (11) Number of Soldiers reassigned to another unit since the last report (RSG).
 - (12) Number of Soldiers killed in action or who have died of non-battle injuries since the last report (KIA/DED).
 - (13) Unit's number of Soldiers who have returned to duty either from the hospital or from missing in action since the last report (RTD).
 - (14) Unit's number of Soldiers classified as missing in action (MIA) since the last report.
 - (15) Unit's number of Soldiers wounded in action and hospitalized because of battle injury since the last report (WIA/HOW).
 - (16) Unit's number of Soldiers hospitalized because of a non-battle injury since the last report (NBL/HOS).
 - (17) Unit's number of Soldiers detached from the unit or performing a temporary duty outside the unit since last report (DTC/TDY).
 - (18) Unit's number of Soldiers in any other type of duty status (OTH).
 - (19) Unit's current assigned strength after gains and losses are computed into the previous numbers (PREVIOUS ASG).
 - (20) Unit's personnel strength of Soldiers on-hand to do the unit's mission after duty status changes have been calculated (OPSTR).
 - (21) Unit's operating strength percentage (OPSTR%).
 - b. Complete Part II - "Duty Status Summarized Portion" of the report, annotating the following:
 - (1) Name of the report.
 - (2) Page number on the report.
 - (3) Unit's name submitting the report.
 - (4) Unit's Military Personnel Class (MPC).
 - (5) Unit's personnel who are present for duty (PDY).
 - (6) Unit's personnel who are present for duty but are not deployable (PDY/ND).
 - (7) Unit's number of attached personnel (ATCH).
 - (8) Unit's personnel who are performing temporary duty outside the unit (TDY).

Performance Steps

- (9) Unit's number of personnel on unauthorized absences or who are absent without leave ((UA/AWOL)).
- (10) Unit's number of hospitalized Soldiers (HOS/HOW).
- (11) Unit's number of missing Soldiers (MIS/MIA).
- (12) Unit's number of Soldiers captured (CAP).
- (13) Unit's number of Soldiers on leave (LEAVE).
- (14) Unit's number of Soldiers who are in another duty status not specified under the previous column (OTHER).
- c. Complete Part III, "Narrative Portion" of the report.
- 2. Initiate Personnel Requirements Report.
 - a. Complete Part I - "Officer Requirements" of the report, by annotating the following:
 - (1) Name of the report.
 - (2) Current unit data (CURRENT UNIT).
 - (3) Area specifying the unit reporting personnel requirements, with the date and time the report was printed (REPORTING UNIT).
 - (4) UPC.
 - (5) Column header for grade (GRADE).
 - (6) Two-character numeric code for Specialty MOS (SSI).
 - (7) Authorized strength specialty and grade (AUTH).
 - (8) Current assigned strength specialty and grade (ASG).
 - (9) Number of required replacements needed (REQUIRED).
 - (10) Total number of Soldiers authorized and assigned in a specialty (TOTALS).
 - (11) Percentage of fill for a specialty (FILL).
 - b. Write in number of Soldiers in the RQMT column for each SSI/PMOS, ASI, and grade.
 - c. Complete Part II- "Warrant Officer Requirements" of the report by annotating the following:
 - (1) Name of the report.
 - (2) Current unit data (CURRENT UNIT).
 - (3) Area specifying the unit reporting personnel requirements, with the date and time the report was printed (REPORTING UNIT).
 - (4) UPC.
 - (5) Four-character alpha number code for MOS.
 - (6) Authorized strength specialty and grade (AUTH).
 - (7) Current assigned strength specialty and grade (ASG).
 - (8) Number of required replacements (REQUIRED).
 - (9) Totals of authorized and assigned numbers in the specialty (TOTALS).
 - (10) Percentage of fill for a specialty (FILL).
 - d. Complete Part III "Enlisted Requirements" of the report, by annotating the following:
 - (1) Name of the report.
 - (2) Current unit data (CURRENT UNIT).
 - (3) Area specifying the unit reporting personnel requirements, with the date and the time the report was printed (REPORTING UNIT).
 - (4) UPC.
 - (5) Four-character alphanumeric code for MOS.
 - (6) Column header for skill level (SL).
 - (7) Authorized strength specialty and grade (AUTH).
 - (8) Current assigned strength specialty and grade (ASG).
 - (9) Number of required replacements (REQUIRED).
 - (10) Totals of authorized and assigned numbers in the specialty (TOTALS).
 - (11) Percentage of fill for a specialty (FILL).
 - e. Complete Part IV - Narrative Portion.
- 3. Initiate Personnel Status Report, by annotating the following:
 - a. Report Number.
 - b. Time the report was prepared.

Performance Steps

- c. Annotate Unit.
 - d. Complete Personnel Daily Summary, by annotating the following:
 - (1) Number of Authorized personnel that are commissioned, warrant and enlisted.
 - (2) Number of Assigned personnel that are commissioned, warrant and enlisted.
 - (3) Number of PDY that are commissioned, warrant and enlisted.
 - (4) Number of KIA that are commissioned, warrant and enlisted.
 - (5) Number WIA that are commissioned, warrant and enlisted.
 - (6) Number MIA that are commissioned, warrant and enlisted.
 - (7) Number of NONBAT LOSSES that are commissioned, warrant and enlisted.
 - (8) Number of total LOSSES that are commissioned, warrant and enlisted.
 - (9) GAINS that are commissioned, warrant and enlisted.
 - (10) Written comments in the Remarks Section.
 - e. Complete written comments in Part III - Remarks Section.
4. Complete Task Force Personnel Summary.
- a. Part I - C2 Task Force Report - Organic.
 - b. Part II - C2 Task Force Report - Attached Direct Support/General Support (DS/GS).
 - c. Part III - C2 Task Force Report - Summary.
 - d. Annotate Non US Army Personnel.

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Initiated Personnel Summary Report (PS).	—	—
2. Initiated Personnel Requirements Report (PRR).	—	—
3. Initiated Personnel Status Report (PSR).	—	—
4. Completed Task Force Summary (TFPS).	—	—

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required	Related
AR 600-8-6	
FM 1-0	

Create a Manifest
805C-42A-1259

Conditions: You are an HR Specialist in a deploying unit and are required to create a manifest for all deploying personnel by utilizing the manifest function of TPS. You are given access to Human Resources automated systems, AR 600-8-1, AR 600-8-104, and FM 1-0.

Standards: Create a manifest, load a TRN file, export a TRN file, and update the JPD using TPS with 100% accuracy.

Performance Steps

1. Build a manifest in TPS using the scanner connected to your computer.
 - a. Swipe a Soldier's ID card using your POS scanner, adding that Soldier to the manifest. If the Soldier is not in the JPD and his data doesn't populate in the manifest, then manually add the Soldier, using step 5.
 - b. Scan Soldiers in when the "insert" tab is open. Ensure the "continuously add" box is checked so that you can continue to scan multiple Soldiers.
 - c. Upload a SSN File format out of notepad, if, for some reason, the Soldier's scanner is non-functional. To complete this, export an xml file out of eMILPO or copy and paste all SSNs from an excel spreadsheet formatted manifest. Once the SSNs are copied out of the XML or Excel manifest, paste the SSNs into a notepad document. The notepad document is now a SSN file that can be mass added to the manifest.
 - d. Export the TRN file once a manifest is built. Save the file on your desktop. The TRN file is then forwarded to the Deployed Theater Accountability Software managers for upload into DTAS and is also forwarded to the Finance Accounting Office for starting of deployed finance entitlements.
2. Upload your TRN file into your manifest.
 - a. Select the "Upload TRN file" icon from your main manifest menu.
 - b. Locate the TRN file on your desktop, select it and upload it into your manifest.
 - c. Save the manifest and export the TRN file once all changes to the manifest are complete.
3. Update personnel within TPS manually.
 - a. Ensure that "all" fields are completely filled out if a Soldier needs to be manually inputted into TPS.
 - b. Ensure the correct data is in fields and click in the gray empty space within the Personal Data screen, if the Soldier is having problems manually adding the UIC or MOS.
4. Update personnel.
 - a. Select the person to be updated and click "update personnel" if you are currently in your manifest.
 - b. Modify all fields that require modification and click save.
5. Ensure to complete all fields and then click save, when adding civilian personnel that are not on the JPD.
6. Ensure that a proper passport is present and enter that data into the applicable field and then click save when entering foreign nationals.

Evaluation Preparation: This task can be evaluated by use of performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task. Score the Soldier "GO" or "NO GO" as determined by the performance.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Built a manifest in TPS using the scanner connected to a computer.	—	—
2. Uploaded TRN file into your manifest.	—	—
3. Updated personnel within TPS manually.	—	—
4. Updated personnel.	—	—
5. Ensured to complete all fields and to click save when adding civilian personnel that do not appear on the JPD.	—	—
6. Ensured that a proper passport is present and enter that data into the applicable field. Clicked save when entering foreign nationals.	—	—

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required
 AR 600-8-1
 AR 600-8-104
 FM 1-0

Related
 TPS MANUAL

Conduct a Personnel Asset Inventory (PAI)**805C-42A-1305**

Conditions: While assigned to an S-1 section, you are responsible to conduct a PAI after a Change of Command, 14 calendar days prior to a unit changing station, at the direction of the chain of command, or when the unit strength variance is 2 or more percent between eMILPO and TAPDB (Total Army Personnel Database). You have access to Human Resources automated systems, AR 600-8-1, AR 600-8-104, and FM 1-0.

Standards: Complete the PAI and forward it to the BCT within five working days, with 100% accuracy.

Performance Steps

1. Reconcile the Unit Personnel Accountability Report (AAA-162) with the Unit Personnel Accountability Notices.
2. Verify Soldier's data and duty status using the ID Card, ID tags, and the AAA-162.
3. Enter eMILPO transactions for annotations made during the PAI.
4. Prepare the DA Form 3986-R (Personnel Asset Inventory):
 - a. Ensure that blocks 1 through 13 of the form are completed and all administrative signature blocks are properly filled out.
 - b. Ensure all supporting documents are attached for reportable absences.

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Reviewed the Personnel Asset Inventory.	—	—
2. Reviewed the Unit Personnel Accountability Report (AAA-162).	—	—
3. Prepared the DA Form 3986-R.	—	—
4. Processed the Personnel Asset Inventory Packet.	—	—

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GOES if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References**Required****Related**

AR 600-8-1
AR 600-8-104
FM 1-0
ATTP 1-0.1

Create Ad Hoc Query**805C-42A-1307**

Conditions: While assigned to an S-1 Section your supervisor asks you for particular information from the database. You have a set of requested data elements, access to the eMILPO System Datastore database and access to Human Resources automated systems, AR 600-8-1, AR 600-8-104, and FM 1-0.

Standards: Complete an Ad Hoc Query that provides required information in a timely manner.

Performance Steps

1. Log into the Enterprise Datastore Database.
2. Develop an Ad Hoc Query.
 - a. Select Ad Hoc Query Wizard.
 - b. Select Soldier Core Data.
 - c. Select a Filter.
 - d. Select a Sort.
 - e. Modify Columns.
 - f. Select a Group.
 - g. Apply advanced Functions.
 - h. Export the Query.
3. Modify a Saved Ad Hoc Query.

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Logged into the Enterprise Datastore Database.	—	—
2. Developed an Ad Hoc Query.	—	—
3. Modified a Saved Ad Hoc Query	—	—

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GOES if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required
AR 600-8-1
AR 600-8-104
FM 1-0
ATTP 1-0.1

Related

Process Personnel Strength Accountability Updates

805C-42A-1315

Conditions: While assigned to an S-1 section, with access to the eMILPO database, an AAA-162 (Unit Personnel Accountability Report), an AAA-165 (Unit Personnel Accountability Notices Report), an AAA-342 (Alpha Roster), AR 600-8-6 and AR 630-10 you must provide the commander with an accountability report.

Standards: Process strength related transactions to maintain a 100% accountability of all personnel.

Performance Steps

1. Process Personnel Accounting Actions—
 - a. Identify procedures to login into eMILPO.
 - b. Process a Soldier arrival.
 - c. Process an Arrival Correction Date.
 - d. Process a Revoke an Arrival.
 - e. Process an attachment.
 - f. Process a Duty Status Change.
 - g. Update Patient Tracking History from Brigade Surgeon.
 - h. Updated Assignment History.
 - i. Overview Reserve Component Accounting.
 - j. Process Dropped From Rolls transaction.
 - k. Process Dropped From Strength transaction.
 - l. Process a Transitional/Loss transaction.
 - m. Process a Departure transaction.
 - n. Process a Revoke Departure transaction.
2. Review Unit Personnel Reports—
 - a. Unit Personnel Accountability Report (AAA-162).
 - b. Unit Personnel Accountability Notices Report (AAA-165).
 - c. Alpha Roster (AAA-342).

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Processed Personnel Accounting Actions.	—	—
2. Reviewed Unit Personnel Reports.	—	—

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GOES if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required	Related
AR 600-8-6	
AR 630-10	

Employ the Deployed Theater Accountability Software (DTAS)
805C-42A-1317

Conditions: While assigned to an S-1 Section you must make changes to accountability statuses and have access to a computer connected to the Secret Internet Protocol Router Network (SIPRNET) with uploaded Deployed Theater Accountability Software (DTAS) access to the Dashboard and access to Human Resources automated systems, AR 600-8-1, AR 600-8-104, and FM 1-0.

Standards: Using the Deployed Theater Accountability Software (DTAS), account for personnel with 100% accuracy.

Performance Steps

1. Create a TPS TRN file, an eMILPO Load, or a .CSV file.
2. Upload into DTAS by using the Mass Assign Wizard or the Mass Attach Wizard.
 Note: Mass Assign Wizard - The Mass Assign Wizard allows you to add personnel from a TPS TRN file, an eMILPO Load, or a .CSV file.
3. Highlight the name of the individual for whom you wish to update information.
4. Click the Update Personnel button. DTAS displays the Update Personnel dialog box.
 Note: The title bar of the dialog box will display the function, update personnel, and the name of the person whose information you are updating.
5. Change the information that you need directly in each field. For example, to change the person type, select from the Person Type pick list or to change the spelling of the last name, type in your correction.
6. Complete your changes, click OK to save the changes. DTAS returns you to the People tab screen. Click Cancel to exit the transaction without saving any changes.

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Created a TPS TRN file, an eMILPO Load, or a .CSV file.	—	—
2. Uploaded into DTAS by using the Mass Assign Wizard or the Mass Attach Wizard.	—	—
3. Highlighted the name of the individual for whom you wish to update information.	—	—
4. Clicked the Update Personnel button. DTAS displays the Update Personnel dialog box.	—	—
5. Changed the information directly in each field.	—	—
6. Completed change— <ol style="list-style-type: none"> a. Clicked OK to save the changes. b. Click Cancel to exit the transaction without saving any changes. 	—	—

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
Required

Related
AR 600-8-1
AR 600-8-104
FM 1-0

Identify Human Resources Systems
805C-42A-1319

Conditions: While assigned to an S-1 Section you must train incoming HR specialists on the HR systems used in the unit. You have a computer and access to the Web-Based Training (WBT) Courses, a User ID and Password.

Standards: Identify HR System functions to incoming personnel with accuracy and completeness.

Performance Steps

1. Identify AKO.
 - a. Define AKO.
 - b. Review the AKO Log In Procedures.
 - c. Review the AKO Home Page.
 - d. Identify the AKO Navigation Buttons.
 - e. Review the AKO Help Function.
 - f. Identify the AKO Channels.
2. Identify DCIPS (FWD).
 - a. Define DCIPS.
 - b. Identify DCIPS Functions.
3. Identify COPS.
 - a. Define COPS .
 - b. Identify COPS function.
4. Identify DEERS/RAPIDS.
 - a. Define DEERS.
 - b. View DEERS Information in AKO.
 - c. Define RAPIDS.
5. Identify eMILPO.
 - a. Define eMILPO.
 - b. Define eMILPO functions.
6. Identify FMSWeb.
 - a. Define FMSWeb.
 - b. Identify FMSWeb functions.
7. Identify PERSTEMPO.
 - a. Define PERSTEMPO.
 - b. Identify PERSTEMPO Thresholds.
8. Identify EDAS.
 - a. Define EDAS.
 - b. Define PERNET.
 - c. Log into PERNET.
 - d. Log into EDAS.
 - e. Navigate EDAS Functions.
 - f. Pull up an EDAS Soldier Record.
 - g. Log out of EDAS.
 - h. Logout of PERNET.
9. Identify TOPMIS II.
 - a. Define TOPMIS II.
 - b. Define TOPMIS II Functions.

Performance Steps

10. Identify RLAS.
 - a. Define RLAS.
 - b. Define RLAS Functions.
11. Identify RCMS.
 - a. Define RCMS.
 - b. Define RCMS Functions.
12. Identify SIDPERS NG.
 - a. Define SIDPERS NG.
 - b. Define SIDPERS NG Functions.

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Identified AKO.	—	—
2. Identified DCIPS (FWD).	—	—
3. Identified COPS.	—	—
4. Identified DEERS/RAPIDS.	—	—
5. Identified eMILPO.	—	—
6. Identified FMSWeb.	—	—
7. Identified PERSTEMPO.	—	—
8. Identified IPPS-A.	—	—
9. Identified EDAS.	—	—
10. Identified TOPMIS II.	—	—
11. Identified RLAS.	—	—
12. Identified RCMS.	—	—
13. Identified SIDPERS NG.	—	—

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GOES if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

Employ the Very Small Aperture Terminal (VSAT)
805C-42A-1321

Conditions: While assigned to an S-1 Section of a deployed unit your supervisor sends you to establish connectivity to the LANDWARNET via satellite using the VSAT System.

Standards: Setup the VSAT System and establish NIPRNET connections within the Network Data Center.

Performance Steps

1. Set up the VSAT by performing the following steps:
 - a. Place the Indoor Equipment Case inside on a flat suitable surface and near an AC power source.
 - b. Ensure the workplace is well ventilated to prevent overheating.
 - c. Ensure Indoor Equipment alternating current (AC) breaker on rear panel and BOTH ANTENNA/ RF Equipment switches on front panel are OFF.
 - d. Open Pedestal Case with the front facing the Equator and ensure the POWER switch is set to "OFF."
 - e. Attach outriggers to each end of the Pedestal Case.
 - f. Remove IFL and place within 6ft of the indoor equipment case.
 - g. Connect IFL connectors to the control box of the Pedestal Case.
 - h. Connect GFI Power cord and IFL connectors to the rear panel of the Indoor Equipment Case, & press RESET button on GFI.
 - i. Turn AC circuit breaker to ON, at rear panel of indoor Equipment Case.
 - j. Turn ANTENNA power switch to ON ("Out & UP") at front of Indoor Equipment Case. Leave RF power switch OFF.
 - k. Turn ON Pedestal POWER at control box causing green LED to glow.
 - l. Press and hold Pedestal DEPLOY switch for 3 seconds or until the antenna start to move. The antenna pedestal rises to a vertical position, ready for reflector mounting.
 - m. Set the POWER switch of the control box to OFF.
 - n. Assemble reflector halves using the three quick release levers.
 - o. Align and connect feed boom and struts (2) to reflector using three captive thumbscrews and friction-fit ball and socket connections.
 - p. Connect feed horn assembly to the feed boom with captive thumbscrew, remove feed horn protective cover and connect red cable to the BUC and blue cable to LNB.
 - q. Set feed horn polarization (if necessary).
 - r. Set the assembled reflector and feed assembly on the pedestal mounting wedge and secure using the four 1/4-turn fasteners.
 - s. Match and connect the color-coded BUC, LNB, GPS and compass cables at the rear of the feed boom to those from the pedestal.
 - t. Secure excess cable by wrapping the cable around the support bracket at the back of the reflector.
 - u. Turn ON the POWER switch on the Pedestal control box.
 - v. Check for illumination of the green LED.
2. Initiate Software Satellite Signal Acquisition—
 - a. Turn OFF ("Out & UP") the Antenna power switch on the front of the Indoor Equipment Case.
 - b. Turn ON ("Out & Up") the RF power switch on the front of Indoor.
 - c. Complete modem initialization when "NET" & "RX" network LED flashes amber.
 - d. Turn ON ("Out & Up") the Antenna power switch.
 - e. Turn the two solver knobs counterclockwise to open the laptop tray cover and pull out the laptop tray by the silver knob.
 - f. Turn on Laptop Computer and logon using the username _____ and password _____.
 - g. Double click the "ViewSAT" Icon on the Windows desktop.
 - h. Click "Login" (no password is required for User).

Performance Steps

- i. Select Startup System button from the Setup tab.
- j. Select Yes at the Confirm Startup prompt.
- k. Select OK at Assemble Hardware prompt.
- l. Select OK at LNB Selection prompt (ensure correct LNB is connected).
- m. Select Yes to begin the automatic acquisition process at the Reset prompt. (Do NOT reposition the antenna pedestal during this process.)
- n. Open Internet Explorer from the Windows desktop. If the Army Knowledge Online (AKO) homepage appears, VSAT has successfully been connected. (Click the refresh button if an error message occurs.)
- o. If any of these steps fail, it will be indicated on the Startup Process bar graph indicator. Startup is complete when the startup bar is complete & the IP Net Icon on the Status window turns green.

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Assembled a completed VSAT system.	—	—
2. Initiated software satellite signal acquisition.	—	—

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GOES if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

Perform Unit Strength Reconciliation**805C-42A-1323**

Conditions: While assigned as an HR Specialist in a deployed unit, you are required to reconcile your personnel twice a month, ensuring the Military Personnel Classification codes, duty status, and gain/loss dates are correct, utilizing AR 600-8-6, eMILPO functional guidance, the AAA-165, AAA-162 and access to eMILPO.

Standards: Perform and validate unit strength reconciliations, without error, utilizing the Personnel Accountability Reports and correct any deficiencies found on the Unit Personnel Accountability Notices.

Performance Steps

1. Produce a Unit Personnel Accountability Report (AAA-162) from the eMILPO reports screen.
2. Review each portion of the Unit Personnel Accountability Report.
3. Perform Unit Strength Reconciliation.
 - a. Request all applicable Personnel Registers.
 - b. Reconcile the Assigned Strength.
 - (1) Record the strength figures by MPC.
 - (2) Review the Personnel Register for recent Gains and Losses.
 - (3) Check the by name listing to determine if the Soldier already is accounted for.
 - c. Reconcile the Attached Strength.
 - (1) Record the strength figures by MPC.
 - (2) Review the Personnel Register for recent Gains and Losses.
 - (3) Check the by name listing to determine if the Soldier already is accounted for.
4. Identify any issues that are being showed on the 165s.

Note: If any items are showing on the 165s, reconcile as needed and take appropriate actions.

Evaluation Preparation: This task can be evaluated by use of the performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" or "NO GO" as determined by the performance.

Performance Measures	GO	NO-GO
1. Produced a Unit Personnel Accountability Report (AAA-162) from the eMILPO reports screen.	—	—
2. Reviewed each portion of the Unit Personnel Accountability Report.	—	—
3. Performed Unit Strength Reconciliation.	—	—
4. Identified any issues that are being showed on the 165s.	—	—

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

References**Required**

- DA PAM 600-8
- DA PAM 600-8-1
- DA PAM 600-8-23

Related

- AAA-162
- AAA-165

Subject Area 2: PROVIDE HR SERVICES

Prepare Correspondence**805C-42A-1002**

Conditions: You are assigned to the S1 section and are required to prepare a memorandum. You have been provided the following: a draft memorandum, a personal computer system loaded with MS Office software, AR 25-50, and standard office supplies and equipment, to include a dictionary.

Standards: Prepare a properly formatted formal memorandum for signature, distribution, and file. Create the document using MS Word (or other word processing equipment/software); save and print the document.

Performance Steps

1. Type all of the elements appropriate to preparing a formal or informal memorandum. Such elements may include -
 - a. Letterhead (for formal memorandum).
 - b. Suspense date (if applicable).
 - c. Office symbol.
 - d. Date.
 - e. MEMORANDUM FOR addressee(s).
 - f. SEE DISTRIBUTION addresses format (if applicable).
 - g. MEMORANDUM THRU-FOR addresses (single or multiple).
 - h. Subject Line.
 - i. Body (text).
 - (1) Reference(s) in first paragraph (when used).
 - (2) Writer's identification (point of contact) and address (if necessary).
 - j. Authority line (if required).
 - k. Signature block.
 - l. Enclosure listing (if applicable).
 - m. Distribution listing (if applicable).
 - n. Copy(s) furnished (CF) listing (if applicable) and with/without enclosure(s) notation (if applicable).
 - o. Page number (second and subsequent pages only).
 - p. Classification markings/handling instructions (if applicable).
2. Prepare a formal or informal memorandum so that the content of each element is complete and correct.
3. Prepare the formal or informal memorandum in the proper format.
 - a. Placement of the elements.
 - b. Margins (left, right, top, and bottom).
 - c. Spacing (horizontal/vertical).
 - d. Paragraphing.
 - (1) Spacing within the paragraph(s).
 - (2) Spacing between paragraphs.
 - (3) Indention.
 - (4) Division/subdivision.
 - (5) Identification (number, letter, etc.).
4. Type a continuation page of a formal or informal memorandum (if required) on second and subsequent pages, using the appropriate elements and proper format.
5. Prepare a formal or informal memorandum in sufficient copies for proper distribution and file.

Performance Steps

6. Use correct spelling, capitalization, abbreviations, and punctuations.
7. Make neat and legible corrections.
8. Mark all enclosures as required.
9. Assemble (and protect with the appropriate cover sheet when required) a completed formal or informal memorandum and all associated materials in proper sequence and staple where/when necessary. Note: Cover sheets are used.

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

Performance Measures	GO	NO-GO
1. Typed all of the elements appropriate to preparing a formal or informal memorandum.	—	—
2. Prepared a formal or informal memorandum so that the content of each element is complete and correct.	—	—
3. Prepared a formal or informal memorandum in the proper format.	—	—
4. Typed a continuation page of a formal or informal memorandum (if required) on second and subsequent pages, using the appropriate elements and proper format.	—	—
5. Prepared a formal or informal memorandum in sufficient copies for proper distribution and file.	—	—
6. Used correct spelling, capitalization, abbreviations, and punctuation.	—	—
7. Made neat and legible corrections.	—	—
8. Marked all enclosures as required.	—	—
9. Assembled (and protected with the appropriate cover sheet when required) a completed formal or informal memorandum and all associated materials in proper sequence, and stapled where necessary.	—	—

Evaluation Guidance: Score the Soldier a GO if the Soldier passes (P) all performance measures. Score a NO GO if the Soldier fails (F) any performance measure. Show the Soldier what was done wrong on any failed performance measure and how to do it correctly.

References

Required	Related
AR 25-50	AR 310-50 AR 380-5

Maintain Records
805C-42A-1043

Conditions: You are the records clerk of a section and must ensure files for your office are prepared and maintained properly. Given AR 25-400-2, ARIMS website, a multimedia computer, monitor, and MS Office.

Standards: Determine the type of record, ensuring it is properly labeled to include record code, disposition and classification.

Performance Steps

1. Identify Recordkeeping Requirements.
2. Identify Electronic Records.
3. Identify Micrographic Records.
4. Determine Filing Procedures.
5. Identify Reference Procedures.
6. Determine Records Transfer and Retirement Procedures.
7. Identify Records Holding Areas and Federal Centers.

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Identified Recordkeeping Requirements.	____	____
2. Identified Electronic Records.	____	____
3. Identified Micrographic Records.	____	____
4. Determined Filing Procedures.	____	____
5. Identified Reference Procedures.	____	____
6. Determined Records Transfer and Retirement Procedures.	____	____
7. Identified Records Holding Areas and Federal Centers.	____	____

Evaluation Guidance: Score the Soldier GO on performance measures passed. Score the Soldier NO GO on any performance measures failed. The Soldier must score a GO on all performance measures to receive a GO on the task. If the Soldier scores NO GO, show the Soldier what was wrong.

References
Required

Related
AR 25-400-2

Process Recommendation for Award**805C-42A-1208**

Conditions: You are the awards clerk of a section and must ensure files for your office are prepared and maintained properly. Given a completed DA Form 638 (Recommendation For Award) and the requirement to process a recommendation for an award utilizing AR 600-8-22.

Standards: Verify data accuracy and completeness on the award recommendation and accurately complete the award certificate.

Performance Steps

1. Verify the following items on the DA Form 638 data using the Soldier's ERB.
 - a. Block 1, the address of the final approval authority.
 - b. Block 2, the Soldier's immediate commander.
 - c. Block 3, the date.
 - d. Blocks 4, 5, 6 and 7, the Soldier's name, rank, social security number, and unit, respectively.
 - e. Block 8, a list of all previous awards to include oak leaf clusters. If no previous awards, state "NO AWDS."
 - f. Block 9, (if applicable) recommendation for award to members of other U.S. Armed Services and foreign nationals. (Example: enter U.S. Air Force or for foreign nationals, Federal Republic of Germany.)
 - g. Block 10, recommended award, to include oak leaf clusters or number.
 - h. Block 11, the period covered by proposed award. (Example: 10 Apr 10 to 6 Nov 15).
 - i. Block 12a, reasons for the recommended award.
 - j. Block 12b, if interim award was given, state award given.
 - k. Block 13, has a check indicating posthumous award "yes" or "no."
 - l. Blocks 14, 15, 16, 17, 18 and 19, narrative information.
 - m. Block 20, the achievement information. For Meritorious Service Medal (MSM), Army Commendation Medal (ARCOM), and Army Achievement Medal (AAM) verify that only up to four achievements have been entered. For recommendations of all other awards, a narrative justification is required and will be added as an addendum to the DA Form 638.
 - n. Block 21, the Citation information. Citations for awards of the MSM, ARCOM, and AAM are limited to six lines and will be restricted to the space allowed on the DA Form 638. All other awards are limited to nine lines and may be submitted on 8 1/2 x 11-inch bond paper. Awards of the DSM and above maybe up to 19 lines.
 - o. Soldier's name and social security number have been entered in the blocks provided at the top, on the reverse side of the DA Form 638.
 - p. Certifying official signed and dated Blocks 22a & b if Soldier is eligible for award.
 - q. Commander/Supervisor completed/signed Block 23 to approve, disapprove, upgrade, or downgrade the recommendation.
 - r. Certifying official signed and dated Blocks 22a & b if Soldier is eligible for award
 - s. Commander/Supervisor completed/signed Block 23 to approve, disapprove, upgrade, or downgrade the recommendation.
 - t. Intermediate Authorities (as specified in the chain of command) completed/signed Blocks 24 and 25 to approve, disapprove, upgrade, or downgrade the recommendation. If the chain is such that more blocks are required, additional endorsements will be completed on 8 1/2 x 11-inch bond paper and enclosed as an addendum to the form.
 - u. Final award approval authority completes Block 26.
 - v. If award is disapproved, resulting in no award, copies are made of the DA Form 638 for recommender, individual, and BN (unit) files. Forward original to servicing Human Resources Center/Division for forwarding to Soldier's OMPF. If award is downgraded prepare Part V, orders data to include issuing headquarters block, permanent orders number, date and approved award.

Performance Steps

- w. Complete distribution in Block 31 of the DA Form 638. Forward—
 - (1) Soldier.
 - (1) OMPF.
 - (1) Files.

- 2. Prepare Army Awards Certificate.
 - a. Type Soldier's name (with rank) centered to the right of the "TO" line.
 - b. Type unit name one line below name.
 - c. Type a centered, four line narrative citation (from the DA Form 638, Part III, Block 21). A six-line narrative may be entered for retirement awards only.
 - d. Type the inclusive dates for the award one line below the narrative.
 - e. Type in the day and year as appropriate.
 - f. Prepare the Certificate for the Army Achievement Medal, using a certificate without the overprinted signature of the Secretary of the Army.
 - (1) Type the approval authority signature block under the words "SECRETARY OF THE ARMY." The approval authority will sign on the line where the Secretary overprinted signature normally appears.
 - (2) Type the permanent order number and date on the line on the left side of the certificate.
 - (3) Type the approval authority's unit data below the line on the left side of the certificate.
 - (4) Obtain the approval authority's (Commander's) signature on the certificate. Make four copies of the DA Form 638. Make one copy of the certificate. The original certificate and Soldier's copy of the DA Form 638 go into the green award folder for presentation to the Soldier. Send one copy of the DA Form 638 to unit for the Soldier's BNS1/unit file. File original DA Form 638 in awards orders file of issuing headquarters.

Evaluation Preparation: This task can be evaluated by use of performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" or "NO GO" as determined by the performance.

Performance Measures	GO	NO-GO
1. Verified DA Form 638 data using Soldier's ERB.	—	—
2. Prepared Army Awards Certificate.	—	—

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required	Related
AR 600-8-2	
AR 600-8-22	
DA FORM 638	
DA MEMO 600-8-22	

Process Semi-Centralized Promotions**805C-42A-1219**

Conditions: While assigned to the S-1 Section, on a monthly basis you must maintain the SGT/SSG Promotion Point Standing List with access to a completed Promotion Point Worksheet (PPW), SGT/SSG By-Name Promotion Selection List, Enlisted Records Brief (ERB), and AR 600-8-19.

Standards: Complete the monthly semi-centralized promotions actions, without error, including—

1. Print a Promotion Point Standing List.
2. Verify the PPW is complete and accurate.
3. Maintain a master copy of the Promotion Point Standing List with daily annotations of additions, deletions, or changes to promotion points and the effective dates.
4. Identify the Soldiers who are eligible for promotion using the AAA-294 on the first day of the next month.
5. Prepare the memorandum of board proceedings (AR 600-8-19, Figure 3-2 and 3-4) within 1 duty day of the board's adjournment.

Performance Steps

1. Print Promotion Point Standing List.
2. Verify PPW is completed.

Note: Ensure Soldier's ERB is Updated Prior to verifying the PPW.

a. Verify Heading of PPW for completeness and accuracy—
 (1) Blocks 1 and 2 are checked by comparing to ERB for accuracy.
 (2) The date is automated in block 3.
 (3) Blocks 4 and 5 are checked by comparing to ERB for accuracy.
 (4) Block 6 - The system will display "Not Recommended" as the default in block 6 on the (SGT/E5) and (SSG/E6) Promotion Point Worksheet for Soldiers that have not been recommended by a promotion board to be on the promotion selection list. The system will display "E5" as the value in block 6 on the E5 Promotion Point Worksheet if the Soldier has been selected to be integrated onto the promotion list. The system will display "E6" as the value in block 6 on the E6 Promotion Point Worksheet if the Soldier has been selected to be integrated onto the promotion list. Confirm that block is correct.

- b. Verify Section A of PPW for completeness and accuracy.
 (1) Military Training. Confirm the maximum points awarded do not exceed 340 points for (SGT/E5) and 255 points for (SSG/E6).
 (a) Items 1a-c. Confirm the Army Physical Fitness Test (APFT) date and score. Ensure the number of promotion points are correct using the promotion scale.
 (b) Items 2a-d. Confirm the Weapon qualification date, DA Form used and total number of hits from the score card. Ensure the number of promotion points are correct using the promotion scale.
 (c) Item 3a-b. Confirm the Combat Experience total months deployed. Ensure the number of promotion points are correct, multiply 2 by the number of months deployed.
 (d) Item 4a. Confirm the total points for Military Training by adding 1c, 2d and 3b from Section A. Verify the total in block 4a.

- c. Verify Section B of PPW for completeness and accuracy.
 (1) Item 1 - Awards, Decorations, Badges, Certificate of Achievements and Airborne Advantage. Confirm the maximum points awarded do not exceed 460 points for (SGT/E5) and 545 points for (SSG/E6) and the promotion points received are correct.
 (2) Item 1b. Confirm the total points for Awards, Decorations, Badges, Certificate of Achievements and Airborne Advantage by adding all items in block 1. Verify the total in block 1b.
 (3) Item 2a - Military Education. Confirm the NCOES and NCOES achievements promotion points received are correct.

Performance Steps

- (4) Item 2b – Formal Military Training. Confirm the Formal Military Training, Soldier training courses per AR 350-1 and tab producing courses, promotion points received are correct,
- (5) Item 2c – Army Correspondence Course Program (ACCP), Distance Learning and Army e-Learning courses. No points awarded until courses are complete (no sub-courses)., Ensure promotion points received are correct,
- (6) Item 2d. Confirm the total points for Military Education by adding all items in blocks 2a, 2b, and 2c. Verify the total in block 2e.
- (7) Item 3 – Civilian Education (Semester Hour (SH) earned is 1 point, Degree Completion – 10 maximum points, College Level Examination Program (CLEP) – 1 pt per credit hour Technical Certifications – 10 points per certification, limited to 50 maximum points, Defense Language Proficiency Test (DLPT) – 10 maximum points - Ensure promotion points received are correct,
- (6) Item 3b. Confirm the total points for Civilian Education by adding all items in block 3. Verify the total in block 3b.

- d. Verify Section C on the PPW for completeness and accuracy.
 - (1) Confirm the information contained in the Total sections of the PPW is complete and accurate.
 - (2) Item 1b - Total Military Training Points Earned (Section A, Box 4a) 340 Maximum Points for (SGT/E5) and 255 points for (SSG/E6): Confirm the total Military Training points by adding together Items 1c, 2d and 3b in Section A.
 - (3) Item 2b - Total Administrative Points Earned (Section B, Boxes 1b+2e+3b) 460 Maximum Points for (SGT/E5) and 545 points for (SSG/E6) : Confirm the total administrative points in Section B by adding together Items 1b, 2e, and 3b.
 - (4) Item 3b - Total Promotion Points Earned – 800 Maximum Points (Section C, Boxes 1b+2b): Confirm the total promotion points by adding points from Items 1b and 2b in Section C.

- 3. Maintain a master copy of the Promotion Point Standing List with daily annotations of additions, deletions, or change of promotion points and effective date.
 - a. Annotate newly recommended Soldiers to the Promotion Point Standing List.
 - (1) Verify promotion points and effective date of promotion points from the Soldier's PPW.
 - (a) Confirm the promotion points with the Official PPW in Section C, block 3b of the PPW.
 - (b) Confirm the effective date of the promotion points, by reviewing the Soldier's Official PPW.
 - (2) Annotate the Soldier's current promotion points and effective date of the promotion points to the Promotion Point Standing List.
 - (a) Review the PPW for Soldier's new promotion points.
 - (b) Handwrite the Soldier's new promotion points on the Promotion Point Standing List between the unit and the Promotion Military Occupational Specialty (PROM MOS).
 - b. Remove Soldiers from the Promotion Point Standing List.
 - (1) Verify appropriate reason code.
 - (2) Verify source documents from promotion authority.
 - c. Verify the Soldier's updated Promotion Point Standing List.
 - (1) Locate Soldier's name on the updated list.
 - (2) Locate Soldier's current promotion points. They should be the same as the ones on the PPW.
 - (3) Locate the effective date.

- 4. Identify the Soldiers who are eligible for promotion on the first day of the next month.
 - a. Compare DA by-name-Promotion Selection List announcing promotions to the Promotion Point Standing List.
 - b. Identify the Soldiers who meet or exceed the cutoff score.

Performance Steps

- (1) Verify promotion points of Soldiers who meet or exceed the cutoff score who appear on the Headquarters Department of the Army (HQDA) Master List for promotion.
- (2) Verify promotion points of Soldiers who meet or exceed the cutoff score who do not appear on the HQDA Master List for promotion.
- c. Verify Soldier meets NCOES requirement for promotion.
- d. Verify data in Soldier's military personnel record to ensure Soldier is in a promotable status.
- e. Confirm the Soldier meets service remaining requirement for promotion.

5. Prepare the memorandum of board proceedings (AR 600-8-19, Figure 3-2 and 3-4) within 1 duty day of the board's adjournment and include the following:
 - a. Time and date the board adjourned.
 - b. Board Members.
 - c. An alphabetical list of recommended Soldiers by recommended grade, including last four of SSN, recommended rank, RMOS, and total promotion points for list integration.
 - d. An alphabetical list of Soldiers not recommended for promotion by grade last four of SSN and primary MOS.
 - e. Each Soldier's promotion packet including the PPW.
 - f. Additional information as required.

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Printed a Promotion Point Standing List.	—	—
2. Verified the PPW is complete and accurate.	—	—
3. Maintained a master copy of the Promotion Point Standing List with daily annotations of additions, deletions, or changes to promotion points and the effective dates.	—	—
4. Identified the Soldiers who are eligible for promotion on the first day of the next month.	—	—
5. Prepared the memorandum of board proceedings (AR 600-8-19, Figure 3-2 and 3-4) within 1 duty day of the board's adjournment.	—	—

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO-GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required	Related
AR 600-8-19	

Promotion Point Worksheet

Process Enlisted Advancements for PV1-SPC
805C-42A-1232

Conditions: You are assigned as a promotions specialist in an S-1 and must complete promotion actions on a monthly basis, given an Enlisted Advancement Report, eMILPO access, AAA-117, Waiver Allocation Report, DA Form 4187 (Personnel Action), access to AR 600-8-1, AR 600-8-19, AR 600-8-104, and FM 1-0, with access to standard office supplies and equipment and Human Resources automated systems.

Standards: Determine advancement eligibility for Soldiers in the unit by preparing the waiver allocation table. Submit actions for advancements and to deny advancements.

Performance Steps

1. Review the Enlisted Advancement Report.
 - a. Identify—
 - (1) Soldiers fully eligible for promotion during the projected promotion month.
 - (2) Soldiers eligible for advancement with a waiver.
 - (3) Soldiers not eligible for advancement.
 - b. Determine when a Personnel Action Request (DA Form 4187) is required.
 - c. Identify time in service/time in grade requirements for advancement to the ranks PV2, PFC, and SPC.
2. Review the Waiver Allocation Report.
 - a. Interpret data displayed on the report.
 - (1) Line 1 is the total number of Soldiers assigned and attached and is based on strength calculations.
 - (2) Line 2 is the total allowances with waiver and is computed by the system using percentages established by HQDA.
 - (3) Line 3 is the number of Soldiers with less than required TIS and is derived from time in service data maintained by the system.
 - (4) Line 4 is the total waivers authorized and is computed by the system.
 - (5) Procedure for computation of SPC waiver allocations is consolidated at the battalion level.
 - b. Forward the Enlisted Advancement Report and Waiver Allocation Report to unit commander.
3. Process Advancements/Denied Advancements.
 - a. Review the Enlisted Advancement Report and the Waiver Allocation Report for proper annotation and authentication upon return from the unit commander.
 - b. Verify annotations to the Enlisted Advancement Report—
 - (1) Ensure each individual considered for advancement to the rank PV2 with waiver or not previously selected when "YES" is circled for an individual to be advanced, produce DA Form 4187 (Personnel Action). Verify—
 - (a) Action taken by advancement authority.
 - (b) Date advancement effective.
 - (c) Date of rank.
 - (d) Advancement authority.
 - (e) Approval authority.
 - (f) Additional instructions as appropriate.
 - (g) The "From" address information.
 - (h) The "To" address information.
 - (i) The "Thru" address information.
 - (2) Ensure each individual considered for advancement to the rank PV2 when "NO" is circled for an individual to be denied advancement, produce DA Form 4187 (Personnel Action).
 - (a) Verify action taken by advancement authority.
 - (b) Verify approval authority.
 - (c) Enter instructions as appropriate.
 - (d) Enter or select from provided options the "From" address information.

Performance Steps

- (e) Enter or select from provided options the "To" address information.
- (f) Enter or select from provided options the "Thru" address information.
- (3) Ensure each individual considered for advancement to the rank of PFC with waiver or not previously selected when "YES" is circled for an individual to be advanced, produce DA Form 4187 (Personnel Action). Enter—
 - (a) Action taken by advancement authority.
 - (b) Date advancement effective.
 - (c) Date or rank.
 - (d) Advancement authority.
 - (e) Or select from provided options authentication indicator.
 - (f) Instructions as appropriate.
 - (g) Or select from provided options the "From" address information.
 - (h) Or select from provided options the "To" address information.
 - (i) Or select from provided options the "Thru" address information.
- (4) Ensure each individual considered for advancement to the rank PFC when "NO" is circled for an individual to be denied advancement, DA Form 4187 (Personnel Action) is not produced. Enter "N" at action taken by advancement authority prompt.
- (5) Ensure each individual considered for advancement to the rank SPC with waiver or not previously selected when "YES" is circled for an individual to be advanced produce DA Form 4187 (Personnel Action). Enter—
 - (a) Action taken by advancement authority.
 - (b) Date advancement effective.
 - (c) Date of rank.
 - (d) Advancement authority.
 - (e) Or select from provided options authentication indicator.
 - (f) Instructions as appropriate.
 - (g) Or select from provided options the "From" address information.
 - (h) Or select from provided options the "To" address information.
 - (i) Or select from provided options the "Thru" address information.
- (6) Ensure each individual considered for advancement to the rank SPC when "NO" is circled for an individual to be denied advancement, DA Form 4187 (Personnel Action) is not produced. Enter "N" at action taken by advancement authority prompt.

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Reviewed the Unit Enlisted Advancement Report (PCN: AAA-117).	—	—
2. Processed the Waiver Allocation Report.	—	—
3. Processed Advancements/Denied Advancements.	—	—

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required	Related
AR 600-8-104	
AR 600-8-19	
EMILPO WEBSITE	
FM 1-0	
ATTP 1-0.1	

Review a Completed Noncommissioned Officer's Evaluation Report (NCOER)**805C-42A-1235**

Conditions: You are assigned as an HR Specialist in an S-1 where on a daily basis you process NCOERs. You have a completed Noncommissioned Officer Evaluation Report (NCOER), access to AR 600-9 (The Army Weight Control Program), AR 623-3 Evaluation Reporting System, and the Soldier's completed DA Form 2166-8 (Noncommissioned Officer Evaluation Report).

Standards: Review NCOER for administrative correctness, while reviewing parts I through V of the NCOER for accuracy and completeness. Complete blocks I and M of the NCOER and distribute the NCOER.

Performance Steps

1. Review NCOER for administrative correctness by verifying—
 - a. All administrative and bullet portions have been prepared on a typing or printing machine, using a laser or dot matrix printer, in either pica (10 pitch) or elite (12 pitch) type face or 12 point for computers.
 - b. NCOER contains no acronyms.
 - c. NCOER is intact and has not been taped or stapled.
 - d. NCOER does not contain an excessive use of capital letters.
2. Review Part I (Administrative Data) of the NCOER (DA Form 2166-8) for accuracy and completeness by verifying—
 - a. Rated NCO's last name, first name, and middle name or initial are in block a.
 - b. NCO's Social Security Number (SSN) is in block b.
 - c. Three-letter abbreviation for the NCO's military rank is in block c.
 - d. NCO's six-digit Date of Rank date in year-month-day sequence is in block d.
 - e. Up to nine digits of the NCO's primary MOS Code (PMOSC) are entered in block e (if an NCO does not possess an additional skill identifier or language identifier, only a five digit MOS is entered).
 - f. NCO's unit, organization, station, zip code or APO, and major command (MACOM) in block f.
 - g. Report code in the left portion of block g.
 - h. Type of report title in the right portion of block g.
 - i. Year (YYYY) and month (MO) of the beginning date of this evaluation period in the "FROM" box of block h.
 - j. Year (YYYY) and month (MO) of the ending date of the evaluation period in the "THRU" box of block h.
 - k. Actual number of rated months for block i by verifying the following:
 - (1) Number of calendar months during this evaluation period.
 - (2) Number of nonrated months.
 - l. Nonrated codes, if any, in block j.
 - m. Number of authorized enclosures, if any, included with the NCOER in block k.
 - n. Accuracy and completeness of each enclosure, if any, included with the NCOER.
 - (1) Ensure any enclosures do not exceed one page per enclosure and are prepared on 8 1/2 X 11 inch bond paper.
 - (2) Confirm each enclosure, if any, has been completed correctly.
 - (3) Verify the period of the NCOER is specified in each enclosure, if any.
 - (4) Confirm each enclosure, if any, has been signed by its originator.
 - (5) Ensure the originator of the enclosure, if any, stated a reason for its inclusion with the NCOER.
 - o. Two-place MACOM assignment code of the rated NCO in block n.
 - p. Four position alphanumeric Personnel Service Battalion (PSB)/Reserve Component (RC) Code in block o.

Performance Steps

3. Review Part II (Authentication) of the NCOER for accuracy and completeness by verifying—
 - a. Name, SSN, rank, PMOS/Branch, organization, and duty assignment for the rater, senior rater, and reviewer have been entered in their respective blocks (a, b, and d).
 - b. Senior rater obtained the rated NCO's signature or entered the appropriate "NCO refuses to sign" or "NCO unavailable for signature" and entered the date in block c.
 - c. Rater, senior rater, and reviewer signed and dated the report in their respective blocks (a, b, and d).
 - d. Reviewer placed a handwritten "X" with black ink in the "concur with rater and senior rater evaluations" box or in the "nonconcur with rater and/or senior rater evaluations" box in block e.
 - e. Reviewer included an enclosure with the NCOER to explain an "X" placed in the nonconcurring box.
4. Review Part III (Duty Description) of the NCOER for accuracy and completeness by ensuring—
 - a. Principal duty title of the rated NCO is in block a.
 - b. Rated NCO's duty MOSC is in block b.
 - c. Rated NCO's daily duties and the scope of those duties are recorded in block c in short, concise phrases which begin with action words and are separated by semi-colons.
 - d. Rated NCO's areas of special emphasis recorded in block d and the Rater, Senior Rater, and Reviewer Email addresses have been entered.
 - e. Rated NCO's appointed duties listed in block e consist of a list of tasks and duties which are separated by semi-colons.
 - f. The counseling dates of the rated NCO are entered in six-digit year, month, and day sequence in the appropriate boxes in block f.
 - g. In the absence of any counseling dates in block f the senior rater entered a comment in Part V, block e explains why the counseling of the rated NCO was not accomplished.
5. Review Part IV (Values/NCO Responsibilities) of NCOER for accuracy and completeness by confirming—
 - a. Each of the seven Army Values/Attributes/Skills/Actions has a handwritten or typed "X" placed in its corresponding "yes" or "no" box.
 - b. Rater avoided using the rated NCO's name or the personal pronouns he or she in any of the comment sections of Part IV.
 - c. Rater recorded a specific bullet example for each "X" placed in a "No" box in section a.
 - d. Rated NCO's full name, SSN, and "thru" date have been entered at the top of page 2 of the NCOER.
 - e. There is a handwritten or typed "X" in the appropriate box in each of blocks b through f.
 - f. All "Excellence" or "Needs Improvement" ratings in blocks b through f are explained by specific bullet comments in the space provided on the right side of each block.
 - g. Each comment is preceded by a small letter "o" (bullet) to indicate the start of the comment.
 - h. Each bullet comment by the rater is short and concise, begins with an action verb or the possessive pronoun his or her, and that each comment is used only once in this part.
 - i. No comments refer to prior or subsequent NCOERs of the rated NCO.
 - j. No comments refer to performance or incidents, which occurred before or after this particular rating period.
 - k. No comments in the report refer to unverified derogatory information concerning the rated NCO.
 - l. No inappropriate or arbitrary remarks related to race, color, religion, gender, or national origin has been recorded in the report.
 - m. There is no mention of any punitive or administrative action being taken or planned against the rated NCO.
 - n. Rater entered "PASS", "FAIL", or "PROFILE" in the APFT box of block c and the year and month of the APFT results or the year and month the profile was awarded.
 - o. Rater entered a bullet comment in block c to explain why he/she left the APFT box blank.

Performance Steps

- p. Rater entered a bullet comment in block c to explain why he/she rated the NCO as "FAIL" or "PROFILE" in the APFT box.
 - q. The entry in the "HEIGHT/WEIGHT" box indicates the rated NCO's compliance or noncompliance ("YES" or "NO").
 - (1) Rater entered a bullet comment in block c to explain a noncompliance ("NO") rating in the "HEIGHT/WEIGHT" box.
 - (2) Rater entered a bullet comment in block c to explain why he/she left the "HEIGHT/WEIGHT" box blank.
 - r. Rater completed the "HEIGHT/WEIGHT" box of block c by recording the rated NCO's verified height and weight as of the rater's signature date.
6. Review Part V (Overall Performance and Potential) of the NCOER for accuracy and completeness by ensuring—
- a. Rater entered a handwritten or typed "X" (using black ink) in the appropriate box in block a.
 - b. There are no "Needs Improvement" ratings in blocks b through f in Part IV for an NCO who is rated as being "Among the Best" in block a.
 - c. Rater listed in block b at least two and no more than three future duty positions (job titles) in which the rated NCO could best serve the Army at his or her current or next higher grade.
 - d. Senior rater evaluated the rated NCO's overall performance by placing a handwritten or typed "X" (using black ink) in the appropriate box in block c.
 - e. Senior rater evaluated the rated NCO's overall potential for promotion and/or service in positions of greater responsibility by placing a handwritten or typed "X" (using black ink) in the appropriate box in block d.
 - (1) Senior rater included specific bullet comments in block e to expand upon his/her overall performance/potential ratings in blocks c and d.
 - (2) Senior rater addressed a marginal rating by the rater (block a) and fair or poor ratings by himself or herself (blocks c and d) with specific bullet comments in block e.
 - (3) Senior rater entered a bullet comment in block e which states, "Senior rater does not meet minimum qualifications," to explain why he or she left blocks c and d blank.
7. Complete blocks l and m of Part I of the NCOER and distribute the completed report correctly and in a timely manner.
- a. Determine the method for delivering a copy of the completed NCOER to the rated NCO.
 - (1) Place a handwritten or typed "X" in box 1 of block l when handing a copy of the NCOER directly to the rated NCO.
 - (2) Enter a handwritten or typed "X" (using black ink) box 2 of block l when forwarding a copy of the NCOER to the rated NCO.
 - (3) Enter in black ink in the "Date" box of block l the six-digit year, month, and day the NCOER is given to the rated NCO or forwarded to him or her.
 - b. Obtain the PSB/RC representative's handwritten initials using black ink in block m.
 - c. Submit the completed NCOER to the Human Resources Services Sergeant for review and approval.
 - d. Provide a copy of the completed NCOER and copies of any authorized enclosures to the rated NCO once the report has been approved by the Personnel Services Sergeant and returned.
 - (1) Hand the completed NCOER to the rated NCO when an "X" is placed in box 1 of block l.
 - (2) Mail a copy of the completed NCOER to the rated NCO in a sealed envelope through the distribution center or by first-class mail when an "X" is placed in box 2 of block l.
 - (3) Mail a copy of the completed NCOER and copies of any authorized enclosures by certified mail to a rated NCO who refused to sign the report and it cannot be hand delivered to him or her.
 - e. Forward the NCOER via digital sender to U.S. Army Enlisted Records and Evaluation Center (USAEREC).

- f. Forward the original of the completed NCOER and any authorized enclosures intact to the USAEREC if the digital sender is not available.
- (1) Place the original of the completed NCOER, along with the originals of any authorized enclosures, in a large envelope with cardboard backing to ensure safe mailing and seal it.
 - (2) Address the envelope to: Commander, USAEREC, ATTN: PCRE-RE, Indianapolis, Indiana 46249-5301.
 - (3) Stamp or print "NONMACHINEABLE" on the envelope.
 - (4) Stamp or print "CONTAINS NCOER" in the lower left corner on the front of the envelope.
 - (5) Forward the envelope to USAEREC via first-class mail in time to reach its destination not later than 60 days after the ending month of the NCOER.

Evaluation Preparation: This task can be evaluated by use of performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" and "NO GO" as determined by the performance.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Reviewed the NCOER for administrative correctness.	—	—
2. Verified Part I (Administrative Data) DA Form 2166-8 (NCOER), and the rated NCO's ERB.	—	—
3. Verified the accuracy and completeness of Part II (Authentication) of the NCOER.	—	—
4. Verified the accuracy and completeness of Part III (Duty Description) of the NCOER and correctly interpreting information contained in the rated NCO's ERB.	—	—
5. Verified the accuracy and completeness of Part IV (Values/NCO Responsibilities) of NCOER and correctly interpreting information contained in the rated NCO's ERB.	—	—
6. Verified the accuracy and completeness of Part V (Overall Performance and Potential) of the NCOER.	—	—
7. Correctly completed blocks I and m of Part I of the NCOER and distribute.	—	—

Evaluation Guidance: Score a GO if the NCO passes (P) all applicable performance measures. Score a NO GO if the NCO fails (F) any performance measure. Show the Soldier what was done wrong on any failed performance measure and how to do it correctly.

References

Required
AR 600-9

Related
AR 623-3

Process Recommendation for Enlisted Transfer/Discharge from the Active Army
805C-42A-1241

Conditions: You are assigned to an S-1 section where you are required to process a separation action for an Enlisted Transfer/Discharge initiated by the Unit Commander.

- Standards:**
1. Verify appropriate and correct documents are present for Transfer/Discharge Soldiers from the service.
 2. Identify the reason for separation and the corresponding authorizing agents.
 3. Forward the completed recommendation, all supporting documents and the corrected proceedings through the proper channels.
 4. Distribute the completed Transfer/Discharge proceedings.

Performance Steps

1. Verify the separation recommendation contains all data and documentation required for the type of separation.
 - a. Identify reason for separation as stated on separation request.
 - b. Locate applicable chapter in AR 635-200.
 - c. Verify any required counseling documents are included.
 - (1) Confirm if reason for separation requires counseling documents.
 - (2) Verify required documents are included.
 - (a) Identify required documentation cited in AR 635-200.
 - (b) Compare included documentation with the list of required documentation.
 - d. Verify any required medical documents are included.
 - (1) Confirm if reason for separation requires medical documents.
 - (2) Verify required documents are included.
 - (a) Identify required documentation cited in AR 635-200.
 - (b) Compare included documentation with the list of required documentation.
 - e. Verify any required rehabilitative measures have been taken and documented.
 - (1) Confirm if reason for separation requires rehabilitative documents.
 - (2) Ensure there is no waiver applied to the requirement.
 - (3) Verify required documentation is included.
 - (a) Identify required documentation cited in AR 635-200.
 - (b) Compare included documentation with the list of required documentation.
 - f. Verify proper notification procedures have been documented.
 - (1) Identify proper notification procedures.
 - (2) Compare notification documentation with required notification procedures.
2. Forward through proper channels.
 - a. Return incomplete requests to the commander who initiated the recommendation.
 - b. Check the Soldier's MPRJ to identify the Soldier's years of service.
 - c. Send recommendation to your servicing legal office for review.
 - d. Send proceedings, complete documentation, and separation recommendation to Headquarters Department of Army (HQDA) (TAPC-PDT-SS) Fort Knox, KY 40121 for final determination for a Soldier who has served more than 18 years.
 - e. Retain completed requests for a Soldier who has served less than 18 years for further processing.
3. Distribute the proceedings.
 - a. Forward the endorsement to the (Personnel Services Specialist's) supervisor to obtain the authenticating official's signature before making the required disposition.
 - b. Send the approved proceedings to the commander who has the Soldier's records for separation processing.
 - c. File original copy of proceedings in the Soldier's OMPF as a permanent document, per AR 600-8-104.

Evaluation Preparation: This task can be evaluated by use of performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" or "NO GO" as determined by the performance.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Verified the recommendation contains all data and documentation based on reason for the type of separation.	—	—
2. Forward through proper channels.	—	—
3. Distributed the separation proceedings.	—	—

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required	Related
AR 600-8-105	
AR 635-200	

Process a Request for Leave, Pass or Permissive TDY**805C-42A-1250**

Conditions: You are assigned as an HR Specialist in an S-1 and on a daily basis must process requests for leave, pass, or permissive TDY. You have access to standard office supplies and equipment, Human Resources automated systems, AR 600-8-1, AR 600-8-10, AR 600-8-104, AR 600-8-105, FM 1-0, and the following:

- a. A properly prepared DA Form 31 (Request and Authority for Leave).
- b. Soldier's current DFAS Form 702 (Defense Finance and Accounting Service Military Leave and Earnings Statement).
- c. Supporting orders.
- d. A chargeable leave reconciliation report from the Finance Office.
- e. DA Form 4179 (Leave Control Log).

- Standards:**
1. Review DA Form 31 for accuracy and completeness.
 2. Determine the number of days chargeable and non-chargeable leave.
 3. Advise Soldier of leave, pass or Permissive TDY requirement.
 4. Update the Leave Control Log accordingly.
 5. Update a DA Form 31 with the Leave Control Log information.
 6. Void a Soldier's leave when leave has been cancelled.
 7. Extend a Soldier's leave, when applicable.
 8. Check the Leave Control Log for daily/current departures.
 9. Forward a DA Form 31 properly after Soldier has departed on leave, pass or Permissive TDY.
 10. Process a DA Form 31 upon the Soldier's return from leave, pass or Permissive TDY.
 11. Correct administrative errors as needed.

Performance Steps

1. Review DA Form 31 for accuracy and completeness.
 - a. Verify the form is legible and all blocks are completed.
 - b. Confirm the requesting Soldier has sufficient leave on the LES to cover the dates listed in Block 10 of the DA Form 31.
 - c. Determine the type of leave being processed.
 - (1) Check Block 6 of the DA Form 31 to ensure the requesting Soldier identified the location and phone number where the leave is being taken.
 - (2) Check Block 7 for the type of leave requested.
 - d. Enter leave data on Leave Control Log (DA Form 4179).
 - e. Enter leave control number on DA Form 31.
2. Determine the number of days of chargeable and nonchargeable leave.
 - a. Determine the date chargeable as the Start of Leave.
 - (1) Charge the departure day as Start of Leave unless Soldier worked $\frac{1}{2}$ or more of a duty day.
 - (2) Charge the day after departure as Start of Leave if Soldier worked $\frac{1}{2}$ or more of a duty day.
 - b. Determine the date chargeable as the End of Leave.
 - (1) Charge the return date as End of Leave if the Soldier does not work $\frac{1}{2}$ or more of a duty day.
 - (2) Charge the day prior to return as end of Leave if a Soldier works for more than half of a normally scheduled workday on the return date.
 - (3) Charge the day prior to return as End of Leave if a Soldier returns on a scheduled non-duty day.
 - c. Determine the days that qualify as nonchargeable leave.
 - (1) Identify the dates of leave that do not match the guidelines for chargeable leave.
 - (2) Compare these leave conditions to the guidelines for nonchargeable leave.

Performance Steps

- (3) Confirm the leave matches the guidelines for nonchargeable leave.
- d. Count the number of days from the chargeable Start of Leave date and chargeable End of Leave date as chargeable leave.
- e. Subtract the period of nonchargeable absence from chargeable leave.
- f. Enter the resulting chargeable leave dates in Block 17.

- 3. Advise the departing Soldier of leave requirements.
 - a. Explain when the departing Soldier is expected to return to duty.
 - b. Explain what the departing Soldier should do if he needs to change the dates of leave.
 - c. Explain what documents the departing Soldier is required to keep while on leave.
 - d. Explain who the departing Soldier should contact for assistance while on emergency leave.
 - e. Instruct the departing Soldier to pick up a copy of the DA Form 31 prior to departure on leave.
 - f. Direct the departing Soldier to hand carry a suspense copy of the DA Form 31 to the Finance Office for a transition briefing if this is an approved transition leave.
 - g. Direct the departing Soldier to hand carry a suspense copy of the DA Form 31 to the Finance Office when out-processing if going on Permanent Change of Station (PCS) leave.

- 4. Update the Leave Control Log.
 - a. Enter leave data on Leave Control Log (DA Form 4179).
 - (1) Leave control number.
 - (2) Check for a corrected leave entry.
 - (3) Date of leave control numbered assigned.
 - (4) Last name, first name, middle initial of Soldier taking leave and SSN.
 - (5) Grade of Soldier taking leave.
 - (6) "From" date in Block 10a.
 - (7) "To" date in Block 10b.
 - (8) Extension date when applicable.
 - (9) Actual charged leave "from" date.
 - (10) Actual charged leave "to" date.
 - (11) Number of charged days.
 - (12) Date the original DA Form 31 is forwarded to Finance and Accounting.
 - (13) Date of Reconciliation Report (JSS Leave Report-from Finance).
 - (14) Number of days charged the Soldier (JSS Leave Report).
 - (15) Date Reconciliation Memorandum (memo to correct discrepancies) returned to Finance, when applicable.
 - (16) Initials of leave clerk.

- 5. Update DA Form 31 with the Leave Control Log information.
 - a. Enter the Leave Control Log control number in Block 1 and annotate—
 - (1) "PCS" over the control number if this is approved ordinary PCS leave.
 - (2) "INTRAPOST" over the control number if this is approved Intrapost leave.
 - (3) "TRANS" (Transition) over the control number if this is approved transition leave.
 - b. Enter data to indicate involuntary separation with authorized leave if appropriate.
 - (1) Annotate DA Form 31 with "See Item 17."
 - (2) Complete Block 9.
 - (a) Enter the Leave Balance in item 9a.
 - (b) Enter number of excess and transition leave days in item 9b.
 - (c) Post "See item 17" in item 9c.
 - (d) Post number of days of excess leave being taken in item 9d.
 - (3) Annotate Block 17 with the following statements if Soldier is authorized excess and/or transition leaves.
 - (a) Enter "Soldier is authorized Excess Leave. Nonchargeable leave dates from (date) to (date)."
 - (b) Enter "Soldier is authorized Transition leave. Chargeable leave dates from (date) to (date)."

Performance Steps

- (c) Annotate Block 17 with telephone numbers of the requesting Soldier's parent organization, and servicing PSB, American Red Cross Field Office, and MAC passenger reservation center if this is approved emergency leave.
 - (d) File all copies of the DA Form 31 in a suspense file to be retrieved at the Soldier's departure date.
6. Void a Soldier's DA Form 31 when leave has been cancelled.
- a. Void leave on the DA Form 31.
 - (1) Draw a diagonal line through the DA Form 31.
 - (2) Write "VOIDED" through the line on the form.
 - (3) Obtain an authenticating Battalion S1, Assistant Personnel Sergeant or Commander's signature in Block 17.
 - (4) File the voided DA Form 31 for six months.
 - b. Void the leave on the Leave Control Log.
7. Extend a Soldier's leave when applicable.
- a. Enter the unit commander approved number of days leave extended in Block 15a and approval date in Block 15b on the suspense file and original copies of DA Form 31.
 - b. Retrieve unit Commander or First Sergeant's signature in block 15c.
 - c. Post the extension dates to the Leave Control Log.
 - d. File leave form back in suspense folder until Soldier returns.
8. Check the Leave Control Log daily for current departures.
- a. Retrieve the DA Forms 31 for departing Soldiers from the suspense file.
 - b. Enter the Departure Date, Time and Authority in Block 14.
 - c. Give one copy of the DA Form 31 to the departing Soldier prior to departure.
 - d. Sign Soldier out on DA Form 647 (Personnel Register).
 - e. Retain the suspense copies of the DA Form 31 until the day before the last day of authorized absence or the Soldier's duty status changes.
 - f. Ensure that staff duty personnel can process departures during non-duty hours.
 - (1) Provide staff duty personnel with the organizations DA Forms 31 for departing Soldiers.
 - (2) Provide the staff duty personnel the DA Form 647 and Standing Operating Procedures (SOP) for Leaves so they have an understanding of leave procedures.
9. Forward DA Form 31 properly when Soldier departs for leave.
- a. Identify the type of leave noted on DA Form 31, Block 7, as certain types of leave could differ in routing process.
 - b. Forward or file DA Form 31 as appropriate.
 - (1) Forward the original and suspense copies of DA Form 31 to the gaining unit upon the Soldier's departure if this is Intrapost Leave.
 - (2) Hand carry the original copy of DA Form 31 on a Unit Transmittal Memo (UTM) to the Finance Office within two working days of the Soldier starting leave if this is an approved transition leave and Soldier's assigned unit is at the same location with a separation transfer point.
 - (3) Forward the original copy of the DA Form 31 to the Finance Office on the Soldier's departure day if this is an approved transition leave and Soldier is not assigned where there is a Separation Transfer Point.
 - (4) Forward the original copy of the DA Form 31 to the Personnel Service Battalion (PSB) for completion of Parts II, III and IV if this is an approved emergency leave involving travel.
 - (5) File the original copy of the DA Form 31 in the Soldier's Military Personnel Record Jacket (MPRJ) if this is a PCS leave.
 - (6) File the organizational copy of the DA Form 31 in the functional files for 6 months.
 - (7) File original and organizational copy of the DA Form 31 in suspense file until Soldier returns from ordinary or emergency leave or if TDY is involved.

Performance Steps

10. Process a DA Form 31 when a Soldier returns from leave.
 - a. Review the Leave Control Log daily for current returns.
 - b. Retrieve the DA Form 31's for returning Soldiers from the suspense file.
 - c. Enter the Returning Date, Time and Authority in Block 16.
 - d. Update the Leave Control Log to reflect the Soldier's return from leave.
 - e. Forward or file DA Form 31 as Appropriate.
 - (1) Forward the original copy of DA Form 31 to finance office within three working days of the Soldier returning from ordinary leave.
 - (2) Forward the original copy of the DA Form 31 to the finance office within 3 working days of the Soldier completing approved emergency leave.
 - (3) Forward the original copy of the DA Form 31 with an attached TDY voucher to the finance office within 10 working days if TDY is involved.
 - f. File the organization copy of the DA Form 31 in the functional files for six months.
11. Correct errors on chargeable leave.
 - a. Review the reconciliation report from the Finance Office for discrepancies in chargeable leave.
 - b. Create a revised Leave Control Log entry.
 - (1) Void the original log entry containing the erroneous dates.
 - (2) Create a new Leave Control Log entry for the revised dates.
 - c. Post the date changes to the affected DA Form 31.
 - (1) Indicate changes in Block 17.
 - (a) Annotate with the message "Corrected Leave Charges."
 - (b) List the revised chargeable dates and the reason for the correction.
 - (2) Annotate Block 1 with the corrected Leave Control Log number.
 - d. Forward the revised DA Form 31 and the reconciliation memo to the Finance Office within three working days of preparing the correction.
 - e. File the organization copy of the DA Form 31 in the functional files for six months.

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Reviewed DA Form 31 for accuracy and completeness.	—	—
2. Determined the number of days of chargeable and nonchargeable leave.	—	—
3. Advised the Soldier of leave requirements.	—	—
4. Updated the Leave Control Log.	—	—
5. Updated DA Form 31 with the Leave Control Log information.	—	—
6. Voided a Soldier's leave when leave has been cancelled.	—	—
7. Extended a Soldier's leave when applicable.	—	—
8. Checked the Leave Control Log daily for current departures.	—	—
9. Forward DA Form 31 properly when Soldier departs for leave.	—	—
10. Processed a DA Form 31 when a Soldier returns from leave.	—	—
11. Corrected errors on chargeable leave.	—	—

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required

- AR 600-8-10
- AR 600-8-105
- DA FORM 31
- DA FORM 4179
- DFAS FORM 702

Related

Prepare Casualty Reports
805C-42A-1255

Conditions: While assigned to an S-1 Section in a deployed theater for a unit with casualties, you have access to:

1. DA Form 1156, Casualty Feeder Report.
2. AR 600-8-1 (Army Casualty and Mortuary Affairs and Line of Duty Investigations).
3. Defense Casualty Information Processing System Forward (DCIPS) Software.
4. Defense Casualty Information Processing System Forward (DCIPS) Users Manual.
5. The casualty's Enlisted Records Brief (ERB) or Officer Records Brief (ORB).
6. DD Form 93, Record of Emergency Data.
7. SGLV 8286, Servicemembers' Group Life Insurance Election and Certificate.
8. Standard Office workstation.
9. Local Standard Operating Procedures.
10. Standard office supplies.

Standards: Complete casualty reports with 100% accuracy and ensure they are forwarded to higher headquarters in a timely manner.

Performance Steps

1. Verify the casualty's identification on the Casualty Feeder Report (DA Form 1156) and the casualty's ERB/ORB, DD Form 93, and SGLV 8286 (If applicable).
2. Extract information necessary to complete the casualty report from the casualty's DA Form 1156, ERB/ORB, DD Form 93, and SGLV 8286 (If applicable).
 - a. Casualty Type from DA Form1156.
 - b. Casualty Status from DD Form 1156.
 - c. Category of Individual from the ERB/ORB.
 - d. Social Security Number from all source documents.
 - e. Name from all source documents.
 - f. Rank from all source documents.
 - g. Component from ERB/ORB.
 - h. Organization of Assignment from all source documents.
 - i. Duty Military Occupational Specialty (MOS) from ERB/ORB.
 - j. DD Form 93-E dates from the DD Form 93.
 - k. Date/Time of Incident from DA Form 1156.
 - l. Place of Incident from the DA Form 1156.
 - m. Circumstances from the DA Form 1156.
 - n. Inflicting Force from the DA Form 1156.
 - o. PEBD and BASD Date from the ERB/ORB.
 - p. The SGLI Date from the SGLV 8286.
 - q. Any additional information not already noted.
3. Prepare the casualty report.
 - a. Determine type of report to prepare.
 - (1) Read the feeder report.
 - (2) Identify which type of report needs to be prepared.
 - b. Identify category of person.
 - (1) Determine if military.
 - (2) Determine if civilian.
 - (3) Determine if family member.

Performance Steps

- c. Determine type of casualty on DA Form 1156.
 - (1) Determine if the casualty is deceased.
 - (2) Determine if the casualty is missing.
 - (3) Determine if the casualty is wounded.
- d. Access the casualty report from the DCIPS-Light software.
 - (1) Type "DCIPS" and press <Enter> at the DOS "C:" prompt to access the DCIPS-Light Main Menu.
 - (2) Type "DCIPSMONO" and press <Enter> at the DOS "C:" prompt to access the DCIPS-Forward Main Menu when using a monochrome monitor.
 - (3) Select the Maintain DCIPS-Light Data Menu from the Main Menu and press <Enter>.
 - (4) Select Maintain Individual Casualty Report Menu from the Maintain DCIPS-Forward Data Menu and press <Enter>.
 - (5) Press <INS> to add a new casualty record to the system after the Maintain Casualty Report Data File screen appears on the monitor.
- e. Identify the casualty report message items that must be completed, based on the type of report, the category of person, and the type of casualty.
- f. Input the Soldier's data in the appropriate casualty report message items for Initial Report by entering—
 - (1) INIT for Initial Casualty Report Type.
 - (2) Type of Casualty.
 - (3) Casualty Status.
 - (4) Report Number.
 - (5) Category of Individual.
 - (6) Social Security Number (SSN).
 - (7) Name.
 - (8) Rank.
 - (9) Component.
 - (10) Organization of Assignment.
 - (11) Duty Military Occupational Specialty (MOS).
 - (12) DD Form 93 Dates.
 - (13) Date/Time of Incident.
 - (14) Place of Incident.
 - (15) Circumstances.
 - (16) Inflicting Force.
 - (17) Pay entry service date (PEBD) and the basic active service date (BASD).
 - (18) Servicemembers' Group Life Insurance (SGLI) Date.
 - (19) Remarks.
- 4. Distribute the casualty report.
 - a. Dispatch an electronic copy of the casualty report.
 - b. File a copy of the casualty report.
 - c. Dispatch copies if casualty involves a death.

Evaluation Preparation: This task can be evaluated by use of performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" or "NO GO."

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Verified the casualty's identification on the Witness Statement on Individual (DA Form 1155)/Casualty Feeder Report (DA Form 1156) and the casualty's ERB/ORB, DD Form 93, and SGLV 8286 (If applicable).	—	—
2. Extracted information necessary to complete the casualty report from the casualty's DA Form 1156, ERB/ORB, DD Form 93, and SGLV 8286 (If applicable).	—	—
3. Prepared the casualty report.	—	—
4. Distributed the casualty report.	—	—

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required	Related
AR 600-8-1	
DA FORM 1156	
DCIPS FORWARD USER MANUAL	
DD FORM 93	
SGLV 8286	

Maintain Emergency Notification Data
805C-42A-1265

Conditions: While assigned to an S-1 section, Soldiers report changes in their personal data that affects their emergency notification, five years has elapsed since the latest form was submitted, or Soldiers report during their birth month to review their data. Given blank forms, DD Form 93 (Record of Emergency Data) and SGLV 8286, standard office supplies, and AR 600-8-1.

Standards: Update Soldier's Record of Emergency Data and Servicemembers' Group Life Insurance Forms without error and submit documents.

Performance Steps

1. Update the DD Form 93.
 - a. Use the instructions on the back of the form to complete the required fields.
 - b. Reference AR 600-8-1 paragraph 11-5 for exceptions.
 - c. Ensure the Soldier signs the form.
 - d. Ensure a disinterested party signs as the witness.
 - e. Distribute the form IAW AR 600-8-1 table 11-2.

2. Update the SGLV 8286.
 - a. Place a check in all boxes that apply to the Soldier's reason for the update or change.
 - b. Enter the Soldier's last name, first name, and full middle name.
 - c. Enter the Soldier's rank.
 - d. Enter the Soldier's SSN with separating dashes.
 - e. Enter the branch of service, do not abbreviate.
 - f. Enter the Soldier's unit, station, state, and zip code.
 - g. Continue to update the form based on the instructions on the form.
 - h. Ensure the Soldier signs the form.
 - i. Ensure a disinterested party signs as the witness.
 - j. Generate spouse notification letter, if applicable.
 - k. Distribute the form IAW AR 600-8-1 table 11-4.

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

Performance Measures	GO	NO-GO
1. Prepared the DD Form 93.	—	—
2. Prepared the SGLV 8286.	—	—

Evaluation Guidance: Score the Soldier "GO" if all performance measures are passed (P). Score the Soldier "NO GO" if any performance measure is failed (F). If the Soldier fails any performance measures, show the Soldier what was done wrong and how to perform it correctly.

References

Required
 AR 600-8-1

Related

Prepare Suspension of Favorable Personnel Actions (SFPA)
805C-42A-1284

Conditions: You are assigned to an S-1 section and a commander reports an adverse action on a Soldier in the unit. You have access to DA Form 268 (Report to Suspend Favorable Personnel Actions [FLAG]) , AR 600-8-2, a computer, and standard office supplies.

Standards: Complete DA Form 268 for the commander's signature to impose a Suspension of Favorable Personnel Actions, without error.

Performance Steps

1. Identify the categories of a flagging action.
 - a. Determine if action is transferable.
 - (1) Department of the Army directs reassignment of flagged Soldier.
 - (2) Movement of an adverse action into the punishment phase.
 - (3) Failure to pass the Army Physical Fitness Test (APFT) or failure to take the APFT within a required period.
 - (4) Entry into the Army Weight Control Program.
 - b. Determine if action is non-transferable.
 - (1) Charges, restraint, or investigations.
 - (2) Court-martial.
 - (3) Nonjudicial punishment.
 - (4) Absent without leave (AWOL).
 - (5) Administrative reduction.
 - (6) Letter of admonition, censure, or reprimand not administered as nonjudicial punishment.
 - (7) Elimination-field initiated.
 - (8) Removal from a promotion, command, or school selection list-field initiated.
 - (9) A security violation.
 - (10) Elimination or removal from promotion, command, or school selection list-HQDA initiated.
2. Prepare a Suspension of Favorable Personnel Action.
 - a. Receive source document requesting to prepare a DA Form 268 (Report to Suspend Favorable Personnel Actions [FLAG]).
 - b. Complete Section I - Administrative Data.
 - (1) Block 1. Name - Last, First, MI.
 - (2) Block 2. Nine digit SSN with dashes.
 - (3) Block 3. Rank.
 - (4) Block 4. Service status (active or not).
 - (5) Block 5. Separation date.
 - (6) Block 6. Unit Assigned and Major Command.
 - (7) Block 7. Station/Geographical Location.
 - (8) Block 8. PSC Controlling action and Telephone Number.
 - (9) Block 9. Reason type of flagging action (Check one).
 - (a) Initiate.
 - (b) Transfer.
 - (c) Remove.
 - c. Complete Section II - Initiate a Flag. (Block 10).
 - (1) Check the first box for "A FLAG IS INITIATED" and enter the effective date.
 - (2) Check the corresponding box for the type of flag.
 - d. Complete Section III -Transfer a Flag. (Block 11) (If this action is selected Section II will not be completed).
 - (1) Check the first box to indicate flag is being transferred.
 - (2) Select one of the four possible transferable flags.
 - (3) Check the supporting document box and indicate yes or no.

Performance Steps

- e. Complete Section IV - Remove a Flag. (Block 12).
 - (1) Check the first box for a flag removal and enter the effective date.
 - (2) Select one of the four reasons for the removal.
- f. Complete Section V - Authentication. Enter the imposing officer's signature block.

Evaluation Preparation: This task can be evaluated by use of performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" or "NO GO" as determined by the performance.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Identified the categories of flags.	—	—
2. Prepared a Suspension of Favorable Personnel Action.	—	—

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required	Related
AR 600-8-2	
DA FORM 268	

Prepare Request for Soldier Applications
805C-42A-1291

Conditions: While assigned to an S-1 section you have situations where Soldiers are requesting applications and access to DA Form 4187 (Personnel Action), Soldiers' supporting documents, DA Pam 600-8-21, current Standing Operating Procedures (SOP) and Standard Office Supplies.

Standards: Complete a request for a Soldier Application, ensuring 100% accuracy of Soldier's data.

Performance Steps

1. Prepare the DA Form 4187 by entering—
 - a. "THRU" unit address at the THRU section.
 - b. "TO" unit address at the TO section.
 - c. "FROM" unit address at the FROM section.
 - d. Name in name block.
 - e. Grade or rank/PMOS.
 - f. SSN in SSN block.
 - g. Duty status change if applicable.
 - h. Request for personnel action. Place an "x" in front of the action requested.
 - i. Additional information into Section IV remarks pertaining to the requested action.
 - j. Certification/approval/disapproval for the commander's signature block.

2. Attach all required enclosures to completed DA Form 4187.

3. Forward DA Form 4187 to appropriate agency.

Evaluation Preparation: This task can be evaluated by use of the performance measures. This method of performance measures is appropriate if the Soldier prepares requests for personnel actions. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement. Score the Soldier "PASS" or "FAIL" as determined by the performance measures.

Performance Measures	GO	NO-GO
1. Prepared DA Form 4187.	—	—
2. Attached all required enclosures to completed DAF Form 4187.	—	—
3. Forwarded DA Form 4187 to appropriate agency.	—	—

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required	Related
DA PAM 600-8-21	

Research Finance Actions**805C-42A-1301**

Conditions: You are assigned to an S-1 Section and have Soldiers with military pay questions that you must research. You have access to DODFMR 7000.14-R, Volume 7A.

Standards: Identify the chapter, section, paragraph, and subparagraph containing the answer to the military pay question, without error.

Performance Steps

1. Describe the numbering system used in DODFMR 7000.14-R, Volume 7A, by identifying the—

Note: The reference number "010104M.2.(a)" is used as an example for this performance step.

- a. Chapter which is always the first two digits in the reference number: 01.
- b. Section which is always the third and fourth digits in the reference number: 01.
- c. Paragraph which is always the fifth and sixth digits in the reference number: 04.
- d. Subparagraph which is always all the digits after the sixth digit in the reference number: M.2.(a).

2. Determine the location in DODFMR 7000.14-R, Volume 7A, of the subject of a military pay question by finding the correct—

NOTE: The location of High Altitude-Low Opening Parachute Duty is used as an example for this performance step.

- a. Chapter.
 - (1) Look through the table of contents at the front of the regulation for the subject.
 - (2) Parachute Duty is found in chapter 24, "Parachute Duty, Flight Deck Duty, Demolition Duty, Experimental Stress Duty and Others Listed."
- b. Section within the chapter.
 - (1) Look through the table of contents at the beginning of the chapter for the subject.
 - (2) Parachute Duty is found in section 2, "Parachute Duty."
- c. Paragraph within the section.
 - (1) Scan the paragraph titles within the section.
 - (2) The entitlement to Parachute Duty is found in paragraph 1, "Entitlement."
- d. Subparagraph within the paragraph.
 - (1) Scan the subparagraphs under the paragraph.
 - (2) High Altitude-Low Opening Parachute Duty is found in subparagraph B, "Military Free Fall and High Altitude-Low Opening (HALO)."

3. Describe a Decision Logic Table (DLT) in DODFMR 7000.14-R, Volume 7A.

Note: The table number "24-5" is used as an example for this performance step.

- a. DLTs simplify technical instructions.
- b. DLTs are located in the back of each chapter.
- c. The first set of digits in the table number refers to the chapter number in which the table is located: 24.
- d. The last set of digits in the table number refers to the table number within the chapter: 5.
- e. The heading identifies the type of instruction for the DLT.
- f. Column headings are alphabetically designated across the top of the DLT.
- g. A heavy black vertical line separates condition column headings (IF) from action column headings (THEN).
- h. Rules are numerically designated down the left hand column of the DLT.
- i. A heavy black horizontal line separates the rules.
- j. Notes referred to within the table are located directly beneath the table.

4. Use a Decision Logic Table in DODFMR 7000.14-R, Volume 7A.

- a. Read the DLT heading to identify what the table is about.

Performance Steps

- b. Determine which rule to use by reading down the left hand condition column (IF) until finding the condition that exists. The condition column can be—
 - (1) A true statement for the rule.
 - (2) A false statement for the rule.
 - (3) An "X" if the column heading applies to the rule.
 - (4) A "Y" if the answer to the column heading is yes for the rule.
 - (5) An "N" if the answer to the column heading is no for the rule.
 - (6) Leave blank if the condition can not apply to the rule.
- c. Determine the outcome of the rule by reading the right hand action column (THEN) for the specific action to take. The action column can be—
 - (1) An action statement that must be taken.
 - (2) An "X" if the column heading action must be taken.
 - (3) Blank if the action can not apply to the rule.

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

Performance Measures	GO	NO-GO
1. Described the numbering system used in DODFMR 7000.14-R, Volume 7A.	—	—
2. Determined the location in DODFMR 7000.14-R, Volume 7A, of the subject of a military pay question.	—	—
3. Described what a Decision Logic Table (DLT) in DODFMR 7000.14-R, Volume 7A, looks like.	—	—
4. Used a Decision Logic Table (DLT) in DODFMR 7000.14-R, Volume 7A.	—	—

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GOES if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required	Related
DODFMR 7000.14-R, VOL 7A	

Determine Entitlement to Pay and Allowances**805C-42A-1303**

Conditions: You have received a DA Form 2142 (Pay Inquiry). You are required to determine pay entitlements and allowances for a Soldier. You have access to a Leave and Earnings Statement (LES) and a Unit Commander's Finance Report (UCFR).

Standards: Determine entitlements with 100% accuracy for the following:

- a. Basic Pay
- b. Special Pay.
- c. Hostile Fire and Imminent Danger Pay.
- d. Hazardous Duty Pay (HDP).
- e. Incentive Pay.
- f. Basic Allowance for Subsistence (BAS).
- g. Basic Allowance for Housing (BAH).
- h. Family Separation Housing/Allowance (FSH/FSA).
- i. Clothing Allowance.
- j. Overseas Housing Allowance (OHA).
- k. Cost of Living Allowance (COLA).
- l. Assignment Incentive Pay (AIP).
- m. Personal Money Allowance.

Performance Steps

1. Determine entitlement to Basic Pay.

NOTE: All transactions will be coded in Defense MILPay Office (DMO).

- a. Determine if the Soldier is in a pay status.
 - (1) Determine if the Soldier is on active duty.
 - (a) Verify administrative data on DA Form 2142.
 - (b) Identify Soldier's issue.
 - (c) Determine if the Soldier is in a pay status.
 - Insert Soldier's SSN.
 - Identify action indicator on MMPA.
 - (2) Determine if the Soldier is an officer.
 - (a) In a non-pay status if dropped from rolls by the President of the United States.
 - (b) In a pay status in all other instances.
 - (3) Determine if the Soldier is enlisted. An enlisted Soldier is in a pay status unless the Soldier is—
 - (a) In an excess leave status.
 - (b) Absent without leave (AWOL) and the absence are not excused as unavoidable.
 - (c) A deserter.
 - (d) In confinement by civil authorities and the absence is not excused as unavoidable.
 - (e) Serving a court-martial sentence that includes a forfeiture of all pay and allowances.
 - b. Determine the Soldiers rank.
 - c. Calculate the Soldier's pay entry basic date (PEBD) in accordance with DODFMR 7000.14-R, Volume 7A, Chapter 1.
 - d. Calculate the entitlement IAW DODFMR 7000.14-R, Volume 7A, Tables 1-7 through 1-10.
2. Determine entitlement to Special Pay.
 - a. Special Duty Assignment Pay (SDAP).
 - (1) Determine if a Soldier is performing duties designated by the Secretary of the Army as extremely difficult or involving an unusual degree of responsibility (e.g., a drill sergeant or productive recruiter).
 - (2) Determine if the Soldier has received annual certification stating the eligibility to receive SDAP.

Performance Steps

- (3) Pay the projected monthly rate based on the special duty assignment IAW DODFMR 7000.14-R, Volume 7A, Paragraph 080104A.
- b. Hostile Fire and Imminent Danger Pay.
 - (1) Determine if a Soldier has been certified by the unit commander as—
 - (a) Subjected to hostile fire or explosion of a hostile mine.
 - (b) On duty in an area in close proximity to a hostile fire incident and in danger of being exposed to the same dangers actually experienced by other Soldiers subjected to the hostile fire or explosion of a hostile mine.
 - (c) Killed, injured, or wounded by hostile fire, explosion of a hostile mine, or any other hostile action.
 - (d) Determine if a Soldier is on official duty in an eligible area IAW DODFMR 7000.14-R, Volume 7A, Table 10-1.
 - (e) Calculate the entitlement IAW DODFMR 7000.14-R Volume 7A Chapter 10, Paragraph 100102.
- c. Hardship Duty Pay (HDP).
 - (1) HDP for Mission Assignment (HDP-M).
 - (a) Determine if a Soldier is assigned to the Defense Prisoner of War/Missing Personnel Office (DPMO), the Joint Task Force-Full Accounting (JTF-FA), or the Central Identification Lab-Hawaii (CIL-HI).
 - (b) Determine if a Soldier is on temporary duty with DPMO, JTF-FA, or CIL-HI.
 - (c) Determine if a Soldier is otherwise under operational control of DPMO, JTF-FA, or CIL-HI.
 - (d) Determine if the Soldier has performed investigative or remains recovery duty in a remote, isolated area for recovery of a United States Soldier's remains.
 - (e) Calculate the entitlement due IAW DODFMR 7000.14-R, Volume 7A Chapter 17, Paragraph 170301D.
 - (2) HDP for Location Assignment for Designated Areas (HDP-L(DA)).
 - (a) Determine if the Soldier is assigned to duty in a location designated in DODFMR 7000.14-R, Volume 7A, Figure 17-1.
 - (b) Calculate the entitlement IAW DODFMR 7000.14-R, Volume 7A, Chapter 17, Figure 17-1.
 - (3) HDP for Location Assignment for Certain Places (HDP-L(CP)).
 - (a) Determine if a Soldier is enlisted.
 - (b) Determine if the Soldier is assigned to duty in a location designated in DODFMR 7000.14-R, Volume 7A, Chapter 17, Figure 17-2.
 - (c) Calculate the entitlement IAW DODFMR 7000.14-R, Volume 7A, Chapter 17, Paragraph 170202B.
- d. Overseas Extension Incentive Pay (OTEIP).
 - (1) Determine if an enlisted Soldier has a military occupational specialty (MOS) designated by the Secretary of the Army to receive OTEIP.
 - (2) Determine if the Soldier has completed an overseas tour of duty at a location outside the continental United States (OCONUS) designated by the Secretary of the Army IAW DODFMR, Volume 7A, Paragraph 140101.
 - (3) Determine if the Soldier has extended the tour of duty for a period of at least one year.
 - (4) Determine if the Soldier has been awarded a Special Pay or annual bonus by referring to the OTEIP order.
 - (5) Calculate the amount of Special Pay at the rate prescribed in the OTEIP order, not to exceed the rate of \$80.00 per month IAW Paragraph DODFMR 7000.14-R, Volume 7A, Chapter 14, Paragraph 140201A.
 - (6) Calculate the amount of the annual bonus at the rate prescribed in the OTEIP order, not to exceed the rate of \$2,000.00 per year IAW DODFMR 7000.14-R, Volume 7A, Chapter 14, Paragraph 140201B.

Performance Steps

- e. Foreign Language Proficiency Pay (FLPP).
 - (1) Determine if a Soldier has been certified within the past 12 months as proficient in a foreign language identified for FLPP.
 - (2) Determine if the Soldier meets one of the following conditions:
 - (a) Qualified in a career military linguist specialty.
 - (b) Received training designated to develop proficiency in the foreign language.
 - (c) Assigned to military duties requiring proficiency in the foreign language.
 - (d) Proficient in a critical foreign language.
 - (3) Calculate the entitlement IAW DODFMR 7000.14-R, Volume 7A, Chapter 19, Paragraph 190103.
- 3. Determine entitlement to Incentive Pay.
 - a. Aerial Flight Pay.
 - (1) Determine if a Soldier is under competent orders to participate in regular and frequent aerial flights.
 - (2) Determine if the Soldier has met the minimum flight requirements IAW DODFMR 7000.14-R, Volume 7A, Paragraph 220103.
 - (3) Calculate the entitlement for a non-crew member IAW DODFMR 7000.14-R, Volume 7A, Chapter 22.
 - (4) Calculate the entitlement for a crew member IAW DODFMR 7000.14-R, Volume 7A, Chapter 22, Table 22-1.
 - b. Parachute Duty Pay.
 - (1) Determine if a Soldier has received a designation as a parachutist or parachute rigger or is undergoing training for the designation.
 - (a) Determine if a Soldier is under competent orders to engage in parachute jumping from an aircraft in aerial flight.
 - (b) Determine if the Soldier has met the minimum performance requirements IAW DODFMR Volume 7A, Chapter 24, Table 24-3.
 - (c) Calculate the entitlement IAW DODFMR 7000.14-R, Volume 7A, Chapter 24, Paragraph 240102.
 - (2) Determine if a Soldier has received a designation as a High Altitude-Low Opening (HALO) parachutist or is undergoing training for the designation.
 - (a) Determine if a Soldier is under competent orders to engage in HALO parachute jumping from an aircraft in aerial flight.
 - (b) Determine if the Soldier has met the minimum performance requirements IAW DODFMR Volume 7A, Table 24-3.
 - (c) Calculate the entitlement IAW DODFMR 7000.14-R, Volume 7A, Chapter 24, Paragraph 240102.
 - c. Experimental Stress Duty Pay.
 - (1) Determine if a Soldier is under competent orders to engage in experimental stress duty as a primary duty.
 - (2) Determine if the Soldier has performed experimental stress duty at least once during the calendar month IAW DODFMR 7000.14-R, Volume 7A, Paragraph 240501B.
 - (3) Calculate the entitlement IAW DODFMR 7000.14-R, Volume 7A, Chapter 24, Paragraph 240102.
 - d. Demolition Duty Pay.
 - (1) Determine if a Soldier is under competent orders to engage in the demolition of live explosives as a primary duty.
 - (2) Determine if the Soldier has performed demolition duty at least once during the calendar month IAW DODFMR Volume 7A, Paragraph 240401B.
 - (3) Calculate the entitlement IAW DODFMR 7000.14-R, Volume 7A, Chapter 24, Paragraph 240102.

Performance Steps

- e. Toxic Fuels (or Propellants) Duty Pay.
 - (1) Determine if a Soldier's primary duty involves the servicing of aircraft or missiles with highly toxic fuels or propellants.
 - (2) Calculate the entitlement IAW DODFMR 7000.14-R, Volume 7A, Chapter 24, Paragraph 240102.
 - f. Dangerous Viruses (or Bacteria) Lab Duty Pay.
 - (1) Determine if a Soldier is under competent orders to engage in laboratory work with live dangerous viruses or bacteria as a primary duty.
 - (2) Determine if the Soldier has performed the primary duty for a period of 30 consecutive days or more.
 - (3) Calculate the entitlement IAW DODFMR 7000.14-R, Volume 7A, Chapter 24, Paragraph 240102.
 - g. Toxic Pesticides Duty Pay.
 - (1) Determine if a Soldier is under competent orders to engage in toxic pesticides duty as a primary duty.
 - (2) Determine if the Soldier has performed the primary duty for a period of 30 consecutive days or more.
 - (3) Calculate the entitlement IAW DODFMR 7000.14-R, Volume 7A, Chapter 24, Paragraph 240102.
 - h. Chemical Munitions Duty Pay.
 - (1) Determine if a Soldier's primary duty involves the handling of chemical munitions or the components of such munitions.
 - (2) Calculate the entitlement IAW DODFMR 7000.14-R, Volume 7A, Chapter 24, Paragraph 240102.
 - i. Dual Incentive Pay.
 - (1) Determine if a Soldier is required by orders to perform multiple hazardous duties necessary for successful completion of the mission.
 - (2) Calculate the entitlement to HALO Pay IAW DODFMR 7000.14-R, Volume 7A, Chapter 24, Paragraph 240103.
 - (3) Calculate the entitlement of all other Incentive Pays IAW DODFMR 7000.14-R, Volume 7A, Chapter 24, Paragraph 240102.
 - (4) Do not pay the entitlement to more than two Incentive Pays for any one month.
4. Determine entitlement to Basic Allowance for Subsistence (BAS).
 - a. Determine if a Soldier is an officer.
 - (1) Determine that the officer is not AWOL for more than 24 hours.
 - (2) Determine that the officer is not on excess leave.
 - (3) Calculate the entitlement IAW DODFMR 7000.14-R, Volume 7A, Chapter 25, Paragraph 250103.
 - b. Determine if a Soldier is enlisted.
 - (1) Determine entitlement to Basic Allowance for Subsistence (BAS).
 - (a) Determine if the Soldier is a meal card holder.
- If Soldier is a Meal Card holder monthly meal collection rates will be collected.
 - (b) Determine that a Soldier's commander has granted authorization to mess separately.
 - (c) Calculate the entitlement IAW DODFMR 7000.14-R, Volume 7A, Chapter 25, Table 25-1, Pay Chart.
 5. Determine entitlement to Basic Allowance for Housing (BAH).
 - a. BAH-I.
 - (1) Determine if a Soldier is stationed in the United States (to include Alaska and Hawaii).
 - (2) Determine if the Soldier has no dependents.
 - (a) Determine that a Soldier in the pay grade of E-7 or above has elected not to occupy government quarters (i.e., Bachelor Enlisted Quarters or Bachelor Officer Quarters) at the permanent duty station.

Performance Steps

- (b) Determine that a Soldier in the pay grade of E-6 or below does not have government quarters available to reside in at the permanent duty station.
- (c) Determine that a Soldier in the pay grade of E-4 (with 4 or more years of service) or higher is in a travel status incident to a permanent change of station move from a location in the United States.
- (d) Calculate the entitlement due as the rate specified on the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) web site (<http://perdiem.hqda.pentagon.mil/perdiem>).
- (3) Determine if the Soldier has dependents IAW Joint Federal Travel Regulation (JFTR) Chapter 10.
 - (a) Determine that adequate government quarters are not provided for the Soldier and dependents.
 - (b) Calculate the entitlement due as the rate specified on the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) web site (<http://perdiem.hqda.pentagon.mil/perdiem>).
- b. BAH-II.
 - (1) Determine if a Soldier is stationed outside the United States (to include Alaska and Hawaii).
 - (2) Determine if the Soldier has no dependents.
 - (a) Determine that a Soldier in the pay grade of E-7 or above has elected not to occupy government quarters (i.e., Bachelor Enlisted Quarters or Bachelor Officer Quarters) at the permanent duty station.
 - (b) Determine that a Soldier in the pay grade of E-6 or below does not have government quarters available to reside in at the permanent duty station.
 - (c) Determine that a Soldier in the pay grade of E-4 (with 4 or more years of service) or higher is in a travel status incident to a permanent change of station move from a location in the United States.
 - (d) Calculate the entitlement due IAW JFTR Chapter 10.
 - (3) Determine if the Soldier has dependents IAW JFTR Chapter 10.
 - (a) Determine that adequate government quarters are not provided for the Soldier and dependents.
 - (b) Calculate the entitlement due IAW JFTR Chapter 10.
- c. Partial BAH.
 - (1) Determine if a Soldier is not entitled to BAH-I or BAH-II.
 - (2) Determine if the Soldier has no dependents.
 - (3) Determine if the Soldier is assigned to single-type government quarters (i.e., barracks, Bachelor Enlisted Quarters or Bachelor Officer Quarters) or on field or sea duty.
 - (4) Calculate the entitlement due IAW JFTR Chapter 10.
- d. BAH-Difference (BAH-DIFF).
 - (1) Determine if a Soldier has a dependent IAW JFTR Chapter 10.
 - (2) Determine that adequate government quarters are not provided for the dependent.
 - (3) Determine that the Soldier contributes to the support of the dependent.
 - (4) Determine that the support is equal to or more than the difference between the Soldier's applicable with and without dependent BAH-II rates, as determined IAW JFTR Chapter 10.
 - (5) Calculate the entitlement IAW JFTR Chapter 10.
- 6. Determine entitlement to Family Separation Allowance (FSA).
 - a. Determine if a Soldier has dependents.
 - (1) Spouse.
 - (2) Children.
 - (3) Parent.
 - b. Determine that a sole dependent is not in an institution (e.g., jail) for a period of over one year.
 - c. Determine that a dependent parent lives in a home that the Soldier controls, supervises, and maintains for mutual use when circumstances permit.

Performance Steps

- d. Family Separation Housing (FSH).
 - (1) Determine if a Soldier is assigned to a permanent duty station OCONUS or in Hawaii.
 - (2) Determine that transportation of the Soldier's dependents to the permanent duty station or to a place near that station is not authorized at government expense.
 - (3) Determine that the dependents do not live at or near the permanent duty station.
 - (4) Determine that adequate government quarters or housing facilities are not available for assignment and inadequate government quarters are not assigned.
 - (5) Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Chapter 26, Table 26-12.
- e. Family Separation Allowance Type II (FSA-II).
 - (1) Determine entitlement to FSA-II, subcategory R (FSA-R).
 - (a) Determine that transportation of a Soldier's dependents to a permanent duty station or to a place near that station is not authorized at government expense.
 - (b) Determine that the dependents do not live at or near the permanent duty station.
 - (c) Calculate the entitlement due IAW DODFMR 7000.14-R, Volume 7A, Chapter 27, Paragraph 270104B.
 - (2) Determine entitlement to FSA-II, subcategory T (FSA-T).
 - (a) Determine that a Soldier's dependents do not live at or near a temporary duty station.
 - (b) Determine that the Soldier is away from the permanent duty station continuously for a period of 30 days or more.
 - (c) Calculate the entitlement IAW DODFMR 7000.14-R, Volume 7A, Chapter 27, Paragraph 170104B.
 - (3) Determine entitlement to FSA-II, subcategory S (FSA-S).
 - (a) Determine if a Soldier is on duty aboard a ship.
 - (b) Determine that the ship is away from the homeport continuously for a period of 30 days or more.
 - (c) Calculate the entitlement IAW DODFMR 7000.14-R, Volume 7A, Chapter 27, Paragraph 170104B.
- 7. Determine entitlement to clothing allowances.
 - a. Standard Initial Clothing Allowance.
 - (1) Determine if a Soldier is enlisted.
 - (2) Determine it is the Soldier's first enlistment in the service.
 - (3) Calculate the entitlement due IAW DODFMR 7000.14-R, Volume 7A, Chapter 29, Table 29-1.
 - b. Special Initial Clothing Allowance.
 - (1) Determine if an enlisted Soldier has been selected for and entered an officer training program.
 - (2) Calculate the entitlement due IAW DODFMR 7000.14-R, Volume 7A, Chapter 29, Table 29-2.
 - c. Cash Clothing Replacement Allowance.
 - (1) Determine if a Soldier is enlisted.
 - (2) Determine the Soldier is not attending an officer training program or academy preparatory school.
 - (3) Calculate Basic Cash Clothing Replacement Allowance.
 - (a) Determine if the Soldier is within the first three years of active service.
 - (b) Calculate the entitlement IAW DODFMR 7000.14-R, Volume 7A, Chapter 29, Table 29-4.
 - (4) Calculate Standard Cash Clothing Replacement Allowance.
 - (a) Determine if the Soldier has completed three years of active service.
 - (b) Calculate the entitlement due IAW DODFMR 7000.14-R, Chapter 29, Volume 7A, Table 29-4.
 - d. Supplementary Clothing Allowance.
 - (1) Determine if a Soldier is enlisted.
 - (2) Determine if the Soldier is authorized a supplemental allowance IAW CTA 50-900.

Performance Steps

- (3) Determine if the Soldier has not received a full or partial supplemental issue while assigned in the military occupational specialty (MOS).
- (4) Determine there was a break of 3 years or more between MOS assignments requiring issue.
- (5) Ensure the Soldier is issued the clothing or equipment through the Central Issue Facility (CIF).
- e. Civilian Clothing Allowance.
 - (1) Determine entitlement to Permanent Duty Civilian Clothing Allowance.
 - (a) Determine if a Soldier has been directed by competent authority to dress in civilian clothing more than half the time when performing official duty at a permanent duty station.
 - (b) Determine if an officer's permanent duty station is outside the United States.
 - (c) Determine if the Soldier has completed a year in the assignment requiring the wear of civilian clothing.
 - (d) Determine if it is projected the Soldier will complete at least six additional months in the assignment.
 - (e) Calculate the Initial Civilian Clothing Allowance entitlement due IAW DODFMR 7000.14-R, Volume 7A, Chapter 29, Table 29-8.
 - (2) Determine entitlement to Temporary Duty (TDY) Civilian Clothing Allowance.
 - (a) Determine if a Soldier has been directed by competent authority to dress in civilian clothing more than half the time when performing official duty while TDY.
 - (b) Determine if both an officer's permanent duty and TDY stations are outside the United States.
 - (c) Determine if the Soldier was TDY for at least 15 consecutive or accumulative days in a 30 day period.
 - (d) Determine if the Soldier was TDY for more than 30 days of which at least 15 days were consecutive.
 - (e) Calculate the entitlement due IAW DODFMR 7000.14-R, Volume 7A, Chapter 29, Table 29-8.
- f. Initial Uniform Allowance.
 - (1) Determine if a Soldier is an officer.
 - (2) Determine if the officer has—
 - (a) Reported for active duty for the first time for a period of more than 90 days.
 - (b) Completed at least 14 days of active duty or active duty for training as a member of the Reserves.
 - (c) Completed 14 periods of inactive duty training as a member of the Ready Reserve.
 - (3) Calculate the entitlement IAW DODFMR 7000.14-R, Volume 7A, Chapter 29, Table 29-8.
- g. Additional Active Duty Uniform Allowance.
 - (1) Determine if a Soldier is an officer.
 - (2) Determine if the officer is a member of a Reserve Component.
 - (3) Determine if the officer is an Army officer without component.
 - (4) Determine if the officer is an ROTC graduate appointed to the active component.
 - (5) Determine if the officer is entering or reentering active duty or active duty for training for a period of more than 90 days.
 - (6) Determine if the officer has not received an Initial Uniform Allowance of more than \$200.00 during or within two years of the current tour of active duty or active duty for training.
 - (7) Calculate the entitlement due as \$200.00.
- 8. Determine entitlement to Overseas Housing Allowance (OHA).
 - a. Determine if a Soldier is stationed outside the United States.
 - b. Calculate the without dependent OHA entitlement.
 - (1) Determine if the Soldier has no dependents.
 - (2) Determine if the Soldier has no command sponsored dependents at the permanent duty station.

Performance Steps

- (3) Determine if the Soldier is married to another Soldier and does not claim any command sponsored dependents for pay purposes.
- (4) Determine if the Soldier is not occupying adequate government quarters.
- (5) Calculate the entitlement IAW JFTR, Volume 1, Appendix K, Paragraph F.
- c. Calculate the with dependent OHA entitlement.
 - (1) Determine if the Soldier has command sponsored dependents at the permanent duty station.
 - (2) Determine if the Soldier is not occupying adequate government quarters.
 - (3) Calculate the entitlement IAW JFTR, Volume 1, Appendix K, Paragraph F.
- 9. Determine entitlement to Cost of Living Allowance (COLA).
 - a. COLA.
 - (1) Determine if a Soldier is stationed OCONUS.
 - (2) Calculate the without dependents COLA entitlement.
 - (a) Determine if the Soldier has no dependents.
 - (b) Determine if the Soldier has no command sponsored dependents at the permanent duty station.
 - (c) Determine if the Soldier is married to another Soldier and does not claim any command sponsored dependents for pay purposes.
 - (d) Calculate the entitlement due IAW JFTR, Volume 1, Appendix J, Paragraph G.
 - (3) Calculate the with dependents COLA entitlement.
 - (a) Determine the number of command sponsored dependents at the permanent duty station. (The maximum number of dependents for COLA purposes is 5.)
 - (b) Calculate the entitlement due IAW JFTR, Volume 1, Appendix J, Paragraph G.
 - b. United States (CONUS) COLA.
 - (1) Determine if a Soldier is assigned to a CONUS high cost area.
 - (2) Determine if a Soldier is assigned OCONUS in an unaccompanied status and the Soldier's primary dependent resides in a CONUS high cost area.
 - (3) Calculate the entitlement due as the rate specified on the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) web site (<http://perdiem.hqda.pentagon.mil/perdiem>).
- 10. Determine entitlement to Assignment Incentive Pay.
 - a. Soldier must be performing service designated by the Secretary of Defense.
 - b. Service member must be serving on Active duty having a written agreement to qualify for AIP.
 - c. Maximum monthly rate payable for any member is \$1500.00 IAW DODFMR 7000.14-R, Volume 7A, Chapter 15, Paragraph 150101B.
- 11. Determine entitlement to Personal Money Allowance.
 - a. Determine if the Soldier is an officer in the rank of Lieutenant General or above.
 - b. Determine if the Soldier is the Sergeant Major of the Army.
 - c. Calculate the entitlement due IAW DODFMR 7000.14-R, Volume 7A, Chapter 31, Table 31-1.

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Determined entitlement to Basic Pay.	—	—
2. Determined entitlement to Special Pay.	—	—
3. Determined entitlement to Incentive Pay.	—	—
4. Determined entitlement to Basic Allowance for Subsistence.	—	—

Performance Measures	<u>GO</u>	<u>NO-GO</u>
5. Determined entitlement to Basic Allowance for Housing.	—	—
6. Determined entitlement to Family Separation Allowance.	—	—
7. Determined entitlement to Clothing Allowances.	—	—
8. Determined entitlement to Overseas Housing Allowance.	—	—
9. Determined entitlement to Cost of Living Allowance.	—	—
10. Determined entitlement to Assignment Incentive Pay.	—	—
11. Determined entitlement to Personal Money Allowance.	—	—

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GOES if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required

DODFMR 7000.14-R

Related

Interpret the Enlisted Record Brief and Officer Record Brief**805C-42A-1304**

Conditions: While assigned to an S-1 Section you have Soldiers with questions regarding information on their ERB/ORB. You have access to an ERB/ORB printout and the eMILPO database.

Standards: Define the ERB/ORB, to include the sections and information contained in each section.

Performance Steps

1. Define the ERB/ORB.
 - a. It contains personal information, qualification skills, training, and assignment history.
 - b. It is an automated data form created during the Soldier's in processing at the reception station.
 - c. It is a management tool used in making decisions regarding utilization of Soldiers.
 - d. It is corrected or updated using automated systems by personnel from Department of the Army Human Resources Command (HRC), Finance, and the Adjutant General Corps.
 - (1) eMILPO system is used to correct and update ERB's.
 - (2) TOPMIS II system is used to correct and update ORB's.
2. Identify the different types of data contained in sections of the ERB/ORB.
 - a. Administrative Heading.
 - (1) ERB—
 - (a) BRIEF DATE - report generated on this date.
 - (b) NAME - name (Last, first, middle).
 - (c) RANK/DOR - current rank and date of rank.
 - (d) PMOS - Primary Military Occupational Specialty.
 - (e) SSN - social security number.
 - (f) COMPONENT - Regular Army, Army Reserve, or National Guard.
 - (2) ORB—
 - (a) Type of ORB.
 - (b) BRIEF DATE - year, month and version of the data base from which the ORB was printed and version of the data base from which the ORB was printed.
 - (c) DATE OF AUDIT - blank.
 - (d) BASIC/CON BR - basic or control branch.
 - (e) COMPONENT - Regular Army, Army Reserve, or National Guard.
 - (f) GRADE/DOR - current grade and date of rank.
 - (g) SSN - social security number.
 - (h) NAME - name (Last, first, middle).
 - b. Section I: Assignment Information.
 - c. Section II: Security Data.
 - d. Section III: Service Data.
 - e. Section IV: Personal/Family Data.
 - f. Section V: Foreign Language.
 - g. Section VI: Military Education.
 - h. Section VII: Civilian Education.
 - i. Section VIII: Awards and Decorations.
 - j. Section IX: Assignment Information.
 - k. Section X: Remarks.
3. Define the types of data contained in each section of the ERB/ORB.
 - a. Administrative Heading.
 - b. Section I: Assignment Information.
 - c. Section II: Security Data.
 - d. Section III: Service Data.
 - e. Section IV: Personal/Family Data.
 - f. Section V: Foreign Language.

Performance Steps

- g. Section VI: Military Education.
- h. Section VII: Civilian Education.
- i. Section VIII: Awards and Decorations.
- j. Section IX: Assignment Information.
- k. Section X: Remarks.

Evaluation Preparation: This task can be evaluated by use of performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" or "NO GO" as determined by the performance.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Defined the ERB/ORB.	—	—
2. Identified the different sections of the ERB/ORB.	—	—
3. Defined the information contained in each section of the ERB/ORB.	—	—

Evaluation Guidance: Score the Soldier "GO" if all performance measures are passed (P). Score the Soldier "NO GO" if any performance measure is failed (F). If the Soldier fails any performance measures, show the Soldier what was done wrong and how to perform it correctly.

References**Required**

EMILPO WEBSITE

Related

USERS MANUAL-TOPMIS

Perform Unit Mailroom Operations**805C-42A-1308**

Conditions: While assigned duties as a Unit Mail Clerk you process official and personal mail for assigned and attached Soldiers, and Department of Defense civilians and contractors. Outgoing official and personal mail is being generated within the headquarters and subordinate units. Automated personnel support systems are present and operational. The unit standing operating procedure (SOP) is present. Threat capabilities include information gathering, hostile force sympathizers, and terrorist activities in a chemical, biological, radiological, nuclear (CBRN) environment. Access to AR 600-8-3, DOD 4525.6-M, and awareness of Operational Environment/Contemporary Operational Environment (COE) variables and actors.

Standards: Process official and personal mail with 100% accuracy. Receive and dispatched official and personal mail. Safeguard mail during transit and storage. Deliver mail to the appropriate individual/organization in accordance with the SOP and postal regulations. Receive and dispatch outgoing mail within established time frames. Coordinate postal finance services for unit personnel.

Performance Steps

1. Receive mail from servicing postal facility at designated times.
 - a. Deliver any outgoing mail and return any undeliverable mail.
 - b. Sign and receipt for accountable mail.
 - c. Before receipting for any mail, check for damaged or loose articles and unsealed items.
 - d. Deliver DA Forms 3955 (Change of Address and Directory Card) to postal locator and pickup redirected mail.
2. Process incoming mail.
 - a. Prepare accountable mail for delivery using the PS Form 3849 (Delivery Notice/Reminder/Receipt).
 - b. Endorse any mail received damaged, loose articles or unsealed items.
 - c. Sort mail for the following personnel categories: assigned, leave, absent without leave (AWOL), temporary duty (TDY), incoming, hospitalized, confined, attending school, departed and unknown personnel.
 - d. Sort all unaccountable parcels too large to fit in a receptacle using PS Form 3907 (Post Office Box Mail Pickup Notice).
3. Delivering the mail.
 - a. Deliver mail personally to the addressee or through individual receptacles or mail orderlies.
 - b. Obtain signature of addressee for accountable mail on PS Form 3849 (Delivery Notice/Reminder/Receipt).
 - c. File copy of PS Form 3849, according to DOD 4525.6-M.
 - d. Use PS Form 3801(Standing Delivery Order) to identify designated personnel authorized to receive mail for another individual.
 - e. Process mail refused by addressee according to DOD 4525.6-M.
 - f. Return any undeliverable mail to the battalion/separate company mail clerk for redirect or storage overnight.
4. Process dangerous mail (if applicable).
 - a. Isolated suspicious articles.
 - b. Evacuate the area immediately.
 - c. Contact local military law enforcement officials for assistance.
5. Prepare directory cards.
 - a. Ensure each customer completes two DA Form 3955 (Change of Address and Directory Card) during in-and-out processing, (One for the unit mail room file and one for the servicing postal agency).

Performance Steps

Note: Ensure that DA Form 3955 has the names of individuals authorized to pick up the Soldier's mail in his/her absence.

- b. File DA Forms 3955 for individuals presently assigned/attached to the unit and individuals who have departed the unit.

- 6. Redirect undeliverable as addressed mail.
 - a. Screen DA Form 3955 and endorse mail according to instructions entered by addressee in remarks section. This applies to personnel who are on leave, TDY, in hospital, attending school or departed the unit.
 - b. Screen personnel rosters and unit manning reports to determine status of AWOL, incoming, confined, and unknown personnel. Endorse mail according to appropriate paragraph cited in rules above.
 - c. Place mail in appropriate hold box, forward or return to sender.

- 7. Process mail for casualties.
 - a. Place mail of deceased Soldier in a "hold status."
 - b. Obtain clearance from unit commander to return mail to sender.
 - c. Endorse mail.
 - d. Return mail to the servicing postal facility.

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Received mail from servicing postal facility at designated times.	—	—
2. Processed incoming mail.	—	—
3. Delivered personal and official mail to the addressee or authorized agent.	—	—
4. Processed dangerous mail (if applicable).	—	—
5. Prepared directory cards.	—	—
6. Redirected undeliverable as addressed mail.	—	—
7. Processed casualty mail (Deceased, Missing, Captured, and Hospitalized) for military personnel.	—	—

Evaluation Guidance: Score the Soldier GO on performance measures passed. Score the Soldier NO GO on any performance measure failed. The Soldier must score a GO on all performance measures to receive a GO on the task. If the Soldier scores NO GO, show the Soldier what was wrong.

References

Required	Related
AR 600-8-3	
DOD 4525.6-M	

Issue a Common Access Card (CAC)**805C-42A-1310**

Conditions: While assigned to a BCT S-1 Section you have Soldiers needing CAC Cards. You have access to AR 600-8-14, Identification (ID) Card for Members of the Uniformed Services and Other Eligible Individuals; the Defense Enrollment Eligibility Reporting System (DEERS)/ Real-Time Automated Personnel Identification System (RAPIDS) workstation, and RAPIDS User Manual extracts; and card stock.

Standards: Issue a CAC to authorized personnel while utilizing proper security procedures for 100% accountability of CAC and followed proper security measures for the deployable DEERS/RAPIDS workstation equipment with 100% accuracy.

Performance Steps

1. Login to DEERS/RAPIDS.
2. Create a CAC following key issuance steps:
 - a. Retrieve any superseded ID card before issuing a new card. Document destruction of manually prepared cards.
 - b. Verify DEERS information and proper documentation for any updates.
 - c. Capture biometrics (fingerprint and photo).
 - d. Review card quality.
 - e. Encode CAC.
 - f. Create/validate PIN.
 - g. Complete appropriate documentation.
3. Issue CAC to individual.
4. Logoff DEERS/RAPIDS.

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

Performance Measures	GO	NO-GO
1. Logged in to DEERS/RAPIDS.	—	—
2. Performed CAC issuance steps.	—	—
3. Issued CAC to Soldier.	—	—
4. Logged off DEERS/Rapids.	—	—

Evaluation Guidance: Score the soldier "GO" if all performance measures are passed (P). Score the soldier "NO GO" if any performance measure is failed (F). If the soldier fails any performance measures, show the soldier what was done wrong and how to perform it correctly.

References**Required****Related**

AR 600-8-14

USERS MANUAL-RAPIDS

Perform Office Computations**805C-42A-1312**

Conditions: You are assigned to an S-1 section where you are frequently required to determine service dates for Soldiers of the unit. You have access to DODFMR (Department of Defense Financial Management Regulation) 7000.14-R, a DA Form 1506 (Statement of Service for Computation of Length of Service for Pay Purposes), AR 37-104-4 (Military Pay and Allowance Policy and Procedures-Active Component), AR 600-8-104 (Military Personnel Information Management/Records), and standard office supplies.

Standards: Compute accurately the service dates for personnel in the unit—

1. Determine the types of services dates.
2. Determine service periods.
3. Calculate service dates.
4. Adjust service time.
5. Adjust dates for lost time.

Performance Steps

1. Determine the types of service dates.
 - a. Verify the types of service dates that must be computed.
 - (1) PAY ENTRY BASIC DATE (PEBD): The date from which a Soldier accrues creditable service for pay purposes.
 - (2) BASIC ACTIVE SERVICE DATE (BASD): The date from which a Soldier accrues creditable Active Federal Service for retirement purposes.
 - (3) BASIC ENLISTED SERVICE DATE (BESD): The date from which a Soldier accrues enlisted service.
 - (4) EXPIRATION TERM OF SERVICE (ETS): The scheduled date on which a Soldier's statutory or contractual term of military service will end.
 - (5) DATE OF RANK (DOR): The actual or constructive date that the Soldier was promoted to a particular rank.
 - b. Identify other service terms.
 - (1) When Soldiers initially enlist into the military, they may have either an active duty commitment or a reserve commitment based on their contract.
 - (2) Upon initial entry into the Army, Soldiers may have an active duty commitment based on their service contract.
 - (a) STATUTORY SERVICE: Under provisions of Title 10 USC 651, each person who becomes a member of the U.S. Armed Forces, either by enlistment, appointment, or induction, will serve in the U.S. Armed Forces for a total initial period of 8 years. Any part of such service that is not active duty (AD) will be performed in a Reserve Component (RC). A person's statutory military service obligation runs concurrently with a contractual military service obligation.
 - (b) CONTRACTUAL SERVICE: Each person who enlists or re-enlists in the U.S. Armed Forces executes a contractual agreement (DD Form 4 - Enlistment/Reenlistment Document Armed Forces of the United States) that establishes the terms of the service to be performed in the U.S. Armed Forces. The contractual agreement will run concurrently with any incurred statutory obligation. However, following termination of the statutory obligation, any subsequent military service that is performed is served according to the terms of a contractual agreement.
 - (c) DISCHARGE: A complete severance from all military status gained by enlistment.

Performance Steps

- (d) RELEASE FROM ACTIVE DUTY: Termination of AD status and transfer or reversion of a status to Reserve Soldier not on AD. Personnel enlisted or inducted who have a reserve obligation under Title 10 USC 651 or any other provisions of the law are transferred to a US Army Reserve (USAR) Control Group. Unit members of the Army National Guard (ARNGUS) and USAR revert from an AD status to their components to complete unexpired enlistments or unfulfilled obligations.
- (e) SEPARATION: An all inclusive term applied to personnel action resulting from the release from active duty, discharge, retirement, being dropped from the rolls, release from military control of personnel without duty status, or death.
- (f) RETIREMENT: (20 year retirement law): A Soldier of the Regular Army (RA), ARNGUS, or the USAR who has completed 20, but less than 30, years of active federal service (AFS) in the U.S. Armed Forces may be retired at his or her request.
- c. Adjust service dates under certain circumstances such as breaks in service, breaks in active duty, change in status (enlisted to officer and vice-versa), and for time lost.
 - (1) LOST TIME: Absence from the unit or organization for more than 24 hours without authorization, confinement for more than 24 hours, or not having the ability to perform duties as a result of misconduct. The different types of lost time are—
 - (a) ABSENT WITHOUT LEAVE (AWOL): If a Soldier is AWOL for more than 24 hours, service dates are adjusted for the PEBD, BASD, BESD (if enlisted) and the ETS date.
 - (b) CIVILIAN CONFINEMENT: If a Soldier has been confined to a civilian jail facility, service dates are adjusted for PEBD, BASD, BESD (if enlisted) and the ETS DATE.
 - (c) MILITARY CONFINEMENT: If a Soldier has been confined to a military confinement facility, service dates are adjusted for PEBD, BASD, BESD (if enlisted) and the ETS DATE, if the Soldier is convicted.
 - (2) Appropriate documentation must be presented by the Soldier to verify each period of service.
- 2. Process the DA Form 1506 (Statement of Service for Computation of Length of Service for Pay Purposes).
 - a. Submit a DA Form 1506 when sufficient documentation is not readily available to substantiate the total creditable service time a Soldier has accrued for pay purposes.
 - b. Coordinate with the Defense Finance and Accounting Service (DFAS) for adjusting the PEBD and the BASD.
 - c. Verify Soldier's periods of service by appropriate documentation provided and presented by the Soldier for each period. Typical source documents include—
 - (1) Pay vouchers.
 - (2) NGB Form 22 (National Guard Report of Separation And Record Of Service).
 - (3) DD Form 214 (Certificate of Release or Discharge from Active Duty).
- 3. Calculate service dates.
 - a. When subtracting a date from a date, always add "1" day to make time frame inclusive. When subtracting a period of service from a date, DO NOT add "1" day. When adding a period of service to obtain a Soldier's ETS, always subtract "1" day after performing the calculation.
 - b. All periods of service are computed using 30 days in a month and 12 months in a year. When subtracting, all months have 30 days and all years have 12 month with the exception of LOST TIME. LOST TIME must be made up on a one for one, a day for day basis which will be discussed later.
 - c. Personnel office computations are based on a 30 day month. However, some months have 31 days and February only has 28 or 29 days. When the ending date of a period of service is the last calendar day of the month, it must be changed to "30." Special attention must be given to the month of February. During non-leap years, the last calendar day is the 28th. During leap years, the last day is the 29th. If 4 divides evenly into the last two digits of the year, it is a leap year.

Performance Steps

4. Adjust service time.
 - a. Pay Entry Basic Date (PEBD).
 - (1) Determine all periods of creditable service.
 - (2) Compute all periods of service using the three basic computation rules.
 - (3) Add all periods of service.
 - (4) Subtract the total from the beginning date of the Soldier's last continuous period of service.
 - (5) Adjust for any lost time on a day-by-day basis.
 - b. Basic Active Service Date (BASD).
 - (1) Determine all periods of active service.
 - (2) Compute all periods of service using the three basic computation rules.
 - (3) Add all periods of service.
 - (4) Subtract the total from the beginning date of the Soldier's last continuous period of service.
 - (5) Adjust for any lost time on a day-by-day basis.
 - c. Basic Enlisted Service Date (BESD).
 - (1) Determine all periods of enlisted service.
 - (2) Compute each period of enlisted service using the three basic computation rules.
 - (3) Add all periods of enlisted service.
 - (4) Subtract the total from the beginning date of the last continuous period of enlisted service (current period).
 - (5) Adjust for any lost time on a day-by-day basis.
 - d. Expiration of Term of Service (ETS).
 - (1) Determine the date of enlistment, reenlistment, extension, and the term of service.
 - (2) Add the term of service to the date of enlistment, reenlistment or extension by subtracting one day to compensate for the inclusive day.
 - (3) Adjust the ETS date for any lost time on a day-by-day basis.
 - e. Date of Rank (DOR).
 - (1) Adjust the DOR due to a reduction for inefficiency, misconduct, break in service, or lost time.
 - (a) An enlisted Soldier may be reduced one grade for inefficiency, providing the Soldier has been in the same unit for 90 days.
 - (b) The effective date is the date the Soldier is informed of the reduction.
 - (c) The Soldier's date of rank is adjusted to the date of rank previously held for the grade to which reduced.
 - (d) A Soldier may be reduced one or more grades as the result of an Article 15 (UCMJ) or Court Martial (MCM).
 - (e) The effective date is the date the commander imposes the Article 15 or the date the court martial authority approved the sentence.
 - (f) The DOR is adjusted to the same date as the effective date.
 - (2) Adjust the DOR after a break in service to give credit for active service prior to the break.
 - (a) The DOR is adjusted by giving the Soldier credit for any time successfully served in the same grade, or higher grade during any period prior to the break in service.
 - (b) The DOR can only be adjusted once for each break in service.
 - (3) Adjust the DOR due to lost time to a later date for all lost time.
 5. Adjust service dates for lost time.
 - a. Add lost time for enlisted Soldiers who are Absent Without Leave (AWOL), confined for more than one day, or who are unable to perform their duties because of their misconduct, to the initial enlistment period for which the Soldier was enlisted or inducted. The following conditions are considered lost time:
 - (1) AWOL- Absent without leave for more than twenty four hours. Lost time for pay and service.
 - (2) Civilian Confinement- Lost time for pay and service.

Performance Steps

- (3) Military Confinement- Lost time for pay and service if convicted.
- (4) Defective Entry- Lost time for service and pay if service is declared null and void.
- (5) Sick, not line of duty- Lost time for service but not pay.
- (6) Disease from drugs or alcohol due to own misconduct- Lost time for service and pay.
- b. When calculating Lost Time, compute two calculations, and then use the one that is most advantageous to the Soldier.
 - (1) Compute lost time using the 30 Days per Month calculation.
 - (2) Computer lost time using the day-by-day method.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Determined types of service dates.	—	—
2. Processed the DA Form 1506.	—	—
3. Calculated service dates.	—	—
4. Adjusted service time.	—	—
5. Adjusted service dates for lost time.	—	—

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

References

Required	Related
AR 37-104-4	
AR 600-8-104	
DODFMR 7000.14-R, VOL 1	

Subject Area 3: POSTAL ADMINISTRATION

Prepare Mail Transportation Documentation
805C-LF5-1221

Conditions: You are in a Post Office Operations Section and have mail that needs to be transported and given the following:

1. Standard United States Postal Service (PS) equipment and supplies.
2. United States Postal Service (PS) Form 2942-A (Military Mail AV-7 Delivery List).
3. DD Form 1384 (Transportation Control and Movement Document (TCMD)).
4. DD Form 1372 (Mail Manifest).
5. PS Form 2759 (Report of Irregular Handling of Mail).
6. Department of Defense (DOD) 4525.6-M Postal Manual.
7. Information regarding mail shipments and type of transport.

Standards: Document mail shipments properly by obtaining a receipt for mail that is dispatched, reported irregular handling of military mail, and complete the following forms without error:

1. PS Form 2942-A.
2. DD Form 1384 - (TCN Only).
3. DD Form 1372.
4. PS Form 2759.

Performance Steps

1. Select the appropriate movement document to dispatch the mail.
 - a. PS Form 2942-A.
 - b. DD Form 1372.
 - c. PS Form 2759.
 - d. DD Form 1384.
2. Enter appropriate information when you prepare DD Form 1372 in blocks 1 thru 6 of the heading.
 - a. Block 1: dispatching office postal designation.
 - b. Block 2: leave blank.
 - c. Block 3: receiving office postal designation.
 - d. Block 4: leave blank.
 - e. Block 5: current date (YY/MM/DD).
 - f. Block 6: the local time.
3. Enter each piece count and weight in kilograms in the respective columns for each class of mail.
4. Enter the total number of piece and weights annotated in kilograms.
5. Enter the flight, train or truck number in the appropriate block. Do not forget to enter a seal number if transporting by truck.
6. Enter the signature and grade of the dispatcher on applicable transportation form.
7. Obtain the mail guard's signature. Give the original and a copy to the mail guard and retain a suspense copy in post office files for suspense.

Evaluation Preparation: You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the Soldier completes the task, the supervisor will score the Soldier PASS (P) or FAIL (F) on each performance measure.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Selected the appropriate movement document to dispatch the mail by military vehicle.	—	—
2. Entered appropriate information when preparing DD Form 1372 (Mail Manifest) in blocks 1 thru 6 of the heading.	—	—
3. Entered piece count and weight in kilograms in the respective columns for each class of mail.	—	—
4. Entered the number of pieces and weight in kilograms for each category of mail.	—	—
5. Entered the flight, train or truck number in the appropriate block. Entered the seal number for the truck container.	—	—
6. Signed and entered grade as the dispatcher in Block 20.	—	—
7. Obtained the mail guards signature in block 21. Gave the original and one copy to the mail guard and retained a suspense copy.	—	—

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any applicable performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required	Related
DD FORM 1372	
DD FORM 1384	
DOD 4525.6-M	
PS FORM 2759	
USPS HANDBOOK T-7	

Conduct Postal Directory Functions
805C-LF5-1230

Conditions: You are assigned to the Postal Directory Section and have the responsibility to maintain a directory file, and provide directory services for mail with the following:

1. Several pieces of undeliverable as addressed mail.
2. DA Form 3955, Change of Address and Directory Card.
3. OPNAV Form 5110/5, Notice of Change of Address.
4. AF IMT 624, Base/Unit Locate and PSC Directory.
5. NAVMC 10572, Mail Directory File Card.
6. PS Form 3579, Notice of Undeliverable Periodical.
7. USPS Notice 123, Price List.

Standards: Conduct postal directory functions by processing directory mail received from the unit mail clerks and other sources, maintaining the directory file on all persons served by the military, endorsing mail accordingly, dispatching mail if necessary, and putting directory service stamp on back of mail.

Performance Steps

1. Receive undeliverable mail from within the post office.
2. Screen the articles of undeliverable mail returned by the unit mail clerks to ensure the articles are being properly endorsed.
3. Determine if the articles of mail are entitled to directory service.
4. Back-stamp each article of undeliverable mail processed through the directory to indicate the date received.
5. Provide directory assistance for undeliverable accountable mail.
6. Look for the directory file card starting with the last name first.
7. Determine the proper endorsement and disposition for each piece of mail that is undeliverable.
 - a. Write the forwarding address on the bottom left if the mail is to be forwarded.
 - b. Draw a diagonal line through the old address and a straight line through the bar code if the mail is to be forwarded or returned to sender.
8. Process scheme mail (mail which does not contain the minimum required information).
9. Prepare mail for dispatch according to its class.

Evaluation Preparation: Supervisors may evaluate task performance on the job. To evaluate a Soldier's performance on the job, the Soldier should perform the task using the materials which appear in the above CONDITIONS statement. When the Soldier completes the task, the supervisor uses the evaluation guide to score the Soldier PASS (P) or FAIL (F) on each performance measure.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Received undeliverable mail from within your post office.	—	—
2. Determined if the articles of mail were entitled to directory service.	—	—
3. Screened the articles of undeliverable mail returned by the unit mail clerks to ensure that the articles were being properly processed and endorsed.	—	—
4. Back-stamped each article of undeliverable mail processed through the directory to indicate the date received.	—	—

Performance Measures	<u>GO</u>	<u>NO-GO</u>
5. Provided directory assistance for undeliverable accountable mail.	—	—
6. Looked for directory file card starting with the last name first.	—	—
7. Determined the proper endorsement and disposition for each piece of mail that was undeliverable.	—	—
8. Processed scheme mail (mail which did not contain a complete address, APO number, or Zip Code).	—	—
9. Prepared mail for dispatch according to its class.	—	—

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required	Related
DA FORM 3955	
DOD 4525.6-M	
PS FORM 3579	

Maintain Postal Supplies
805C-LF5-1240

Conditions: You are assigned to a Military Post Office and have been designated as the Postal Supply Clerk. You will monitor the stock level of supplies to prevent overstocking and ensure timely requisitions of items necessary to maintain operations. Specific duties include ordering, receiving and issuing supplies; inventorying controlling (posting and inventorying), caring, and preserving of supplies; and the disposing and replacing of obsolete supplies with the following:

1. PS Form 1586 (Supply Record (card)).
2. PS Form 7380 (MDC Supply Requisition).
3. Information regarding current stock level of supplies on hand and maximum levels allowed.

Standards: Inventory postal supplies and ensure items are issued, ordered, and received using DOD 4525.6-C.

Performance Steps

1. Conduct an inventory on all supplies that you currently have on hand.
2. Prepare PS Form 1586 for each item and annotate the amount on hand.
3. Determine minimum and maximum levels for each item.
4. Annotate on PS Form 1586 when issuing, receiving, or ordering items.
5. Prepare PS Form 7380 for signature.
 - a. Print or type your complete mailing address.
 - b. Annotate the finance number, FEDSTRIP address code, Julian date, requisition number and page number in the appropriate blocks.
 - c. Annotate the name, quantity, unit of issue and the description of each item listed.
 - d. Provide name, signature and date in the authorizations column of the form.
6. Mail PS Form 7380 to supporting MDC.

Evaluation Preparation: To evaluate a Soldier's performance on the job, the Soldier should perform the task, using the materials which appear in the CONDITIONS statement. When the Soldier completes the task, the supervisor will score the Soldier PASS (P) or FAIL (F) on each performance measure.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Conducted an inventory of supplies that were currently on hand.	—	—
2. Prepared PS Form 1586 for each item.	—	—
3. Determined minimum and maximum levels for each item.	—	—
4. Annotated on PS Form 1586 when inventorying, issuing, receiving, and ordering items.	—	—
5. Prepared the PS Form 7380 for signature.	—	—
6. Mailed PS Form 7380 to supporting MDC.	—	—

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required

DOD 4525.6-C
DOD 4525.6-M
PS FORM 1586
PS FORM 7380

Related

Prepare Claims and Inquiry Forms
805C-LF5-1420

Conditions: You are assigned as a military postal clerk, and must be able to assist customers with the various types of claims and inquiries based on their complaint using the following:

1. PS Form 1000 (Domestic or International Claim).
2. PS Form 3831 (Receipt for Article(s) Damaged in Mails).
3. PS Form 6401 (Money Order Inquiry).
4. PS Form 3533 (Application for Refund of Fees, Products and Withdrawals of Customer Accounts).
5. Standard United States Postal Service (USPS) supplies and equipment.
6. Domestic Mail Manual (DMM).
7. Department of Defense (DOD) 4525.6-M Postal Manual.
8. Postal Operations Manual (POM).
9. USPS web-site (www.usps.com).

Standards: Process and mail claims and inquiry forms to the respective postal agency within a five day window. Maintained 100% accountability of claims and inquiry records and articles of mail associated to the claim.

Performance Steps

1. Assess and determine the nature of the claim or inquiry.
 2. Select the proper form(s) for processing the inquiry or indemnity claim.
 3. Ensure that the customer has completed the inquiry or indemnity claim form(s) correctly. (Assist, if necessary.)
 4. Complete the post office's portion of the inquiry or indemnity claim form(s) correctly.
 5. Return the customer's copy of the inquiry or indemnity claim form.
- NOTE: If the article associated with the claim is determined to have salvageable value then fill out PS Form 3831(Receipt for Article(s) Damaged in Mails) in duplicate and give the duplicate copy to the customer. Secure the article and original PS Form 3831 in the Claims room until the claim is resolved.
6. Advise the customer to maintain a copy of the claim or inquiry form, and/or article of mail in question, until notified of a ruling from the USPS or the servicing Post Office.
 7. File indemnity claim and inquiry records by type and maintain until paid or resolved. They must be kept in the files for an additional two calendar years.

Evaluation Preparation: Supervisors can have the Soldier perform the task on the job. To evaluate a Soldier's performance on the job, the Soldier should perform the task using the materials which appear in the above CONDITIONS statement. When the Soldier completes the task, the supervisor will score the Soldier PASS (P) or FAIL (F) on each performance measure.

Performance Measures	GO	NO-GO
1. Assessed and determined the nature of the claim or inquiry.	—	—
2. Selected the proper form(s) for processing the inquiry or indemnity claim.	—	—
3. Ensured that the customer completed the inquiry or indemnity claim form(s) correctly. (Assisted, if necessary.)	—	—
4. Completed the post office's portion of the inquiry or indemnity claim form(s) correctly.	—	—

Performance Measures	<u>GO</u>	<u>NO-GO</u>
5. Returned the customer's copy of the inquiry or indemnity claim form.	—	—
6. Advised the customer to maintain a copy of the claim or inquiry form, and/or article of mail in question, until notified of a ruling from the USPS or the servicing Post Office.	—	—
7. Filed indemnity claim and inquiry records by type and maintained until paid or resolved.	—	—

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required	Related
DMM	
DOD 4525.6-M	
POM	
PS FORM 1000	
PS FORM 3533	
PS FORM 3831	
PS FORM 6401	

Report Suspected Postal Incidents**805C-LF5-1526**

Conditions: You are assigned as a Military Postal Clerk and must preserve and protect the security of all mail in your custody from unauthorized opening, inspection, reading of contents or covers, tampering, delay or other unauthorized acts. You are required to report a suspected postal incident and have access to Department of Defense (DOD) 4525.6-M Postal Manual.

Standards: Report suspected postal incidents within 72 hours of discovery.

Performance Steps

1. Report postal incidents by using procedures and actions outlined in the tables on pages 328 and 329 in Chapter 14 of DOD 4525.6-M—
 - a. Report the mailing of illegal drugs or other prohibited matter.
 - b. Report incidents of theft, rifling, delay, destruction, or interception of mail while under the jurisdiction or custody of the Military Postal Service (MPS), at all levels.
 - c. Report alteration, destruction, or other unauthorized disposition of postal records.
 - d. Report the use of mail to defraud.
 - e. Report incidents of robbery, burglary, or forceful entry of military postal activities, or USPS facilities located on military installations operated by military personnel.
 - f. Report incidents of abuse or unauthorized use of MPS privileges (i.e., allowing unauthorized personnel to use your address to receive mail).
 - g. Report theft, destruction, manipulation, misappropriation, or embezzlement of postal funds, blank Money Orders (MOs), MO imprinters, mail keys, stamps, and stamped paper, including postage meters, value imprinters, or postmarking devices.
 - h. Report incidents of altering, counterfeiting, forging, or fraudulently passing MOs and other postal paper.

NOTE: Do not report Military Post Office (MPO) postal losses when immediate restitution is made, unless criminal intent is suspected.

2. Send an initial report of the postal incident to the Military Postal Service Agency (MPSA) within 72 hours of discovery.
 - a. Notify the appropriate military investigative agency immediately upon discovery of incident.
 - b. Send quarterly follow-up reports to the MPSA until a final disposition of the incident is reached.
3. Report damage as a result of natural disaster, terrorist or enemy action to the MPSA within 72 hours.
 - a. Inventory accountable mail and assess any other loss or damage to mail and postal effects.
 - b. Audit accounts and inventory all assigned postal effects.
 - c. Requisition postal supplies and MO forms on an emergency basis in sufficient quantities to restore service.
 - d. Send an initial audit and inventory report to MPSA within 72 hours.
 - e. Send a follow-up or final report indicating the complete audit and inventory results.
4. Report stamp stock and postage meter shortages as a postal offense if the shortage is a result of criminal intent or the individual refuses to make restitution.

NOTE: Do not submit a postal offense report if the accountable individual initiates pay adjustment action.

5. Report Money Order fund shortages using the following guidance:
 - a. Submit a postal offense report if voluntary restitution is not made or criminal intent is suspected.
 - b. Report shortages discovered due to the acceptance of counterfeit currency on that business day in the remarks section of the PS Form 6019 (Military Post Office (MPO) Report of Money Order Business).

Performance Steps

- c. If blank MOs are lost, destroyed, or stolen, report the incident as a possible postal offense.
- d. MOs recovered that have been reported lost or stolen shall not be issued; hold until disposition instructions are received from the MPSA.

NOTE: Do not submit a postal offense report if shortages occur due to simple error, carelessness, or negligence without criminal intent and the responsible individual makes restitution at the time the shortage is discovered.

Evaluation Preparation: Have the Soldier perform the task on the job. (There is no performance test for this task.) Allow the Soldier to use the materials listed in the CONDITIONS statement above. Evaluate the Soldier, using the evaluation guide. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Reported postal incidents by using procedures and actions outlined in the tables on pages 328 and 329 in Chapter 14 of DOD 4525.6-M.	—	—
2. Sent an initial report of the postal incident to the Military Postal Service Agency (MPSA) within 72 hours of discovery.	—	—
3. Reported damage as a result of natural disaster, terrorist or enemy action to the MPSA within 72 hours.	—	—
4. Reported stamp stock and postage meter shortages.	—	—
5. Reported Money Order fund shortages.	—	—

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required
DOD 4525.6-M

Related

**Operate an Integrated Retail Terminal
805C-LF5-1548**

Conditions: You are assigned as a Postal Finance Clerk in a Military Post Office and required to operate an Integrated Retail Terminal in order to conduct postal finance operations with the following:

1. Integrated Retail Terminal (IRT) Central Processing Unit (CPU).
2. Clerk Diskette.
3. Receipt Printer.
4. Postage Validation Imprinter (PVI).
5. Domestic Mail Manual (DMM).
6. International Mail Manual (IMM).
7. Department of Defense (DOD) 4526.6-M Postal Manual.
8. IRT Users Guide.
9. United States Postal Service (PS) Form 3977 (Duplicate Key Inventory).
10. PS Form 1412 (Daily Financial Report).

Standards: Operate and maintain an Integrated Retail Terminal (IRT). Enter stamp and money order transactions, conduct postage transactions, input money orders business, and produce reports with 100% accuracy.

Performance Steps

1. Provide a clerk identification number to the Custodian of Postal Effects (COPE) in a PS Form 3977 (Duplicate Key Inventory).
2. Insert the program disk into the disk drive prior to turning the IRT on.
3. Insert the clerk's disk into the disk drive and input the ID number when prompted.
4. Enter all transactions for stamps received from, or returned to, the COPE or filler stock custodian.
5. Enter money order set up information into the IRT.
6. Ensure that the article is mailable, and select the proper rate of postage based upon contents and the customer's request.
7. Process the customer's parcel correctly by—
 - a. Entering the 5-digit Zip Code for domestic mail when required.
 - b. Obtaining the local zone rate when required.
 - c. Selecting the appropriate category and entering the country code for international mail.
 - d. Selecting the appropriate special service(s).
8. Ensure that all required forms are correctly prepared and (if applicable) attached to the article.
9. Input information for sold and spoiled money orders.
10. Credit the correct Account Indicator Code (AIC) when processing articles/selling stamps and paper stock by—
 - a. Pressing the "PO Meter" key when issuing meter tapes.
 - b. Pressing the "Postage Stamps" key when issuing stamps or paper stock.
 - c. Entering the amount of cash or check tendered.
11. Ensure all errors are properly corrected.
12. Press the "Start of Day" key and remove their disk prior to departing for temporary absences.

Performance Steps

13. Perform end of day operations by—
 - a. Print check and money order list at the end of the day.
 - b. Verify the check and money order lists and correct if necessary.
 - c. Print final PS Form 1412 (Daily Financial Report), at the end of the day.
 - d. Turn off the IRT with the disk still in the disk drive.
 - e. Give the clerk disk to their supervisor for consolidation.
 - f. Secure the clerk's disk and stamp stock in an approved safe at the end of the day.

Evaluation Preparation: You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the Soldier completes the task, the supervisor will score the Soldier PASS (P) or FAIL (F) on each performance measure.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Provided a clerk identification number to the Custodian of Postal Effects (COPE) in a PS Form 3977 (Duplicate Key Inventory).	—	—
2. Inserted the program disk into the disk drive prior to turning the IRT on.	—	—
3. Inserted the clerk's disk into the disk drive and put in the ID number when prompted.	—	—
4. Entered all transactions for stamps received from, or returned to, the COPE or filler stock custodian.	—	—
5. Entered money order set up information into the IRT.	—	—
6. Ensured that the article is mailable, and selected the proper rate of postage based upon contents and the customer's request.	—	—
7. Processed the customer's parcel correctly.	—	—
8. Ensured that all required forms were correctly prepared and (if applicable) attached to the article.	—	—
9. Put in information for sold and spoiled money orders.	—	—
10. Credited the correct Account Indicator Code (AIC) when processing articles/selling stamps and paper stock.	—	—
11. Ensured all errors were properly corrected.	—	—
12. Pressed the "Start of Day" key and removed their disk prior to departing for temporary absences.	—	—
13. Performed end of day operations.	—	—

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required	Related
DMM	
DOD 4525.6-M	
IMM	
USERS GUIDE-IRT	
PS FORM 1412	

References

Required
PS FORM 3977

Related

Provide Postal Security

805C-LF5-1555

Conditions: You are in a Post Office Operations Section and have mail that needs to be processed and dispatched. You have been notified of a mail transport truck that has had an accident. You have DOD 4525.6-M (Department of Defense Postal Manual) and DD Form 1384 (Transportation Control and Movement Document) readily available for reference.

Standards: Provide postal security to all mail needing processed without losing or misdirecting any of the letters or parcels IAW DOD 4525.6-M.

Performance Steps

1. Protect the mail from loss, theft, tampering, damage and compromise during all phases of processing and transportation by—
 - a. Ensure the mail is not tendered to any carrier that cannot guarantee mail security.
 - b. Use a closed body vehicle to transport mail between postal activities or carrier facilities on or off the installation.

NOTE: If the driver of the transport vehicle is not a designated Postal Clerk and has a key or combination lock to secure the vehicle, then a tin-band seal (0817-C) will be affixed to the secured doors to maintain integrity of the shipment. If a designated clerk serves as a mail guard and accompanies the shipment, or if the vehicle driver does not have access to the key or lock combination, a tin-band seal is not required.

- c. Seal sea-van mail containers with a tin-band seal and heavy gauge wire, tightly twisted and clipped off close to the end of the twist.
- d. Process DD Form 1384 for sea-van containers.

NOTE: If an open-bodied type vehicle is used, the mail guard will ride in the body of the truck and maintain visual contact with the mail at all times. The mail will be protected from the elements (inclement weather). If the mail shipment contains Registered Mail, then a tin-band seal is mandatory along with the key or combination lock on a closed body vehicle. An open-bodied vehicle will not be used for Registered shipments.

2. Recover mail from the accident scene (if necessary).
 - a. Coordinate the recovery of mail with the appropriate authorities.
 - b. Assist in the recovery of the mail.
 - c. Return mail to the postal channels as quickly as possible.
 - d. Report the incident to Military Postal Service Agency (Atlantic or Pacific) (MPSA) immediately.

NOTE: If the mail has been destroyed or will be excessively delayed, provide an information copy to the servicing Joint Military Postal Activity (JMPA).

- e. Obtain the manifest if possible, if not, send messages to all terminals through which the carrier operated to obtain the makeup of the mail on board.
- f. Ensure the area is searched, and recover all mail, mail equipment, and mail fragments.
- g. Make prior arrangements to gain access and approval necessary to enter the accident site.
- h. Determine the extent of loss or damage to mail.
 - i. Re-dispatch undamaged mail to the proper destination.
 - j. Re-dispatch damaged but deliverable mail and ensure undeliverable mail is handled properly.
 - k. Destroy undeliverable mail of no obvious value per the DMM (Domestic Mail Manual) Tab F-010 (reference (o)). Forward all undeliverable mail of obvious value to the appropriate Mail Recovery Center.
- l. Notify patrons, through the daily bulletin or other news media, of the damage or loss of mail. Provide patrons with instructions for processing claims.
- m. Report the facts to dispatching activity whose Registered mail was lost. The activity will inform the individual mailer of the loss.
- n. Write reports that include specific comments on the prospects for later recovery and possible compromise of classified material.
- o. Submit an interim report of the incident to the MPSA by message or letter, every 15 days subsequent to the accident and until final disposition of all mail.

Performance Steps

3. Deliver mail to mobile units.
 - a. Preposition mail in advance of the arrival of units near an existing U.S. activity, (U.S. Embassy, U.S. Consulate, MPSA, etc.)
 - b. Deliver closed-mail dispatches, except Registered mail, to the local postmaster, postal administration, or air carrier, as appropriate, in any Universal Postal Union (UPU) member country, and request the mail be transmitted to a representative of the United States.
 - c. Utilize U.S. carriers when available, if not available, dispatch mail through host-country postal administration in accordance with the UPU.
 - d. Upgrade SAM mail, if necessary, if it cannot be moved in time to meet scheduled port call date of a mobile unit.
4. Obtain information from the United States Postal Service (USPS) and JMPA for the timely routing of mail to all Military Postal Service (MPS) activities for both fixed and mobile units.
5. Assist Commanders in providing the necessary information to JMPA regarding delivery of unit mail during mobilization.

Evaluation Preparation: You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the Soldier completes the task, the supervisor will score the Soldier PASS (P) or FAIL (F) on each performance measure.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Protected the mail from loss, theft, tampering, damage and compromise during all phases of processing and transportation.	—	—
2. Recovered mail from the accident scene (if necessary).	—	—
3. Delivered mail to mobile units.	—	—
4. Obtained information from the USPS and JMPA for the timely routing of mail to all MPS activities for both fixed and mobile units.	—	—
5. Assisted Commanders in providing the necessary information to JMPA regarding delivery of unit mail during mobilization.	—	—

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required	Related
DD FORM 1384	
DOD 4525.6-M	

Subject Area 4: POSTAL FINANCE

Maintain Stamp Stock
805C-LF5-1212

Conditions: You are assigned as a Postal Finance Clerk in a Military Post Office and required to maintain an assigned stamp stock without violating tolerance rules while preventing loss or mismanagement of postal funds with the following:

1. Integrated Retail Terminal (IRT).
2. Fixed or Flexible Credit Account to be Audited.
3. PS Form 17, Stamp Requisition/Stamp Return.
4. PS Form 1096, Customer Receipt.
5. PS Form 3368, Stamp Credit Examination Record.
6. PS Form 3369, Consigned Credit Receipt.
7. PS Form 3977, Duplicate Key Inventory.
8. All Purpose Dating Stamp (APDS) and Stamp Pad.

Standards: Maintain the stamp stock by filling out the correct forms for issuing stamp credit accounts, ordering stamps, documenting daily balance of stamp stock and recording the daily balance of stamp stock on hand IAW DOD 4525.6-M with 100% accuracy.

Performance Steps

1. Determine when the stamp stock would be replenished.
 - a. Whenever the amount of cash on hand exceeds 25 percent of the total fixed credit.
 - b. At least once a week, even if the cash on hand does not exceed the 25 percent limit.
2. Prepare PS Form 17 to requisition stamp stock.
 - a. If hand carried, prepare two copies.
 - b. If mailed, prepare three copies.
3. Submit the PS Form 17 to requisition stamp stock.
4. Process the filled requisition with a copy of the PS Form 17, report any discrepancies.
 - a. Impression of the command APDS stamp.
 - b. Signature of the person making the requisition and the signature of the person filling the order.
 - c. A list of the items that are being ordered.
 - d. The grand total of requisition.
5. Keep the stamp stock funds separate from other funds unless otherwise directed.
6. Keep stamp stock out of reach of customers and other clerks during the business day, and in authorized, locked receptacles when not in use.

Evaluation Preparation: You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the Soldier completes the task, the supervisor will score the Soldier PASS (P) or FAIL (F) on each performance measure.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Determined when the stamp stock should be replenished.	____	____
2. Prepared a PS Form 17 to requisition stamp stock.	____	____
3. Submitted the PS Form 17 to requisition stamp stock.	____	____

Performance Measures	<u>GO</u>	<u>NO-GO</u>
4. Processed the filled requisition with a copy of the PS Form 17, reported any discrepancies.	—	—
5. Kept stamp stock funds separate from other funds unless otherwise directed.	—	—
6. Kept stamp stock out of reach of customers and other clerks during the business day, and in authorized, locked receptacles when not in use.	—	—

Evaluation Guidance: Score a GO if the Soldier passes (P) all performance measures. Score a NOGO if the Soldier fails (F) any performance measure. If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required	Related
DOD 4525.6-M	PS FORM 1096
PS FORM 17	PS FORM 3368
PS FORM 3369	PS FORM 3977

Sell Domestic Postal Money Orders
805C-LF5-1213

Conditions: You are assigned as a Postal Finance Clerk in a Military Post Office and required to process postal money order transactions while preventing loss or mismanagement of postal funds with the following:

1. Department of Defense (DOD 4525.6-M) Postal Manual.

Standards: Sell Domestic Money Orders accessing the correct fee for the money order, verifying the customer is authorized to use the Military Post Office (MPO), arranging the money order in the correct sequence to issue it, spoil the money order, recognize an altered or damaged money order, secure money orders, store money orders, advise customers about money orders, and report any money order situations IAW Department of Defense (DOD 4525.6-M) Postal Manual with 100% accuracy.

Performance Steps

1. Verify the customer's authorization to use the military post office.
2. Verify the dollar amount of the money order requested does not exceed \$1,000.00.
NOTE: More than one money order is required to complete money order transactions over \$1000.00.
3. Select the next blank money order in numerical sequence.
4. Process the money order.
 - a. Set correct date on the money order imprinter.
 - b. Set the money order imprint to the desired dollar amount.
 - c. Imprint money order.
 - d. Remove imprinted money order form set.
 - e. Return the "amount" keys of the imprinter back to their asterisk positions.
 - f. Examine money order set to ensure the date, MPO number and amount are legible on all copies.
5. Perform the required corrective measures if an error is made before issuing the money order to the customer.
 - a. Print the word "spoiled" in the "Pay To" or "Purchased By" block on the face of the money order.
 - b. File the spoiled money order behind all retained money order vouchers.
 - c. Destroy the money order voucher and customer receipt.
 - d. Prepare a replacement money order (starting with performance step 4).
6. Detach and file the money order voucher in numerical sequence.
7. Collect the amount of the money order, plus fee, from the customer.
8. Give the customer the rest of the form set (customer's receipt and money order).
9. Advise the customer to—
 - a. Maintain the receipt.
 - b. Complete the "Pay To" and "Purchased By" blocks immediately.
 - c. Avoid writing and/or attaching anything to the top third copy of the money order.
10. Perform the required corrective measures when an error (made by the clerk or customer) is discovered and the money order is returned on the date of purchase.
 - a. Print the word "spoiled" in the "Pay To" or "Purchased By" block on the face of the money order.
 - b. Do not intermingle the "Spoiled" money order with the retained money order vouchers.

Performance Steps

- c. Destroy the money order voucher and customer receipt.
 - d. Reissue a new money order charging no fee. (If the customer's receipt is NOT recovered, the clerk must charge the customer a money order fee.)
11. Perform the required corrective measures when an error is discovered and the money order is returned after the date of purchased.
- a. Recover, if possible, the customer's receipt and annotate it with "Replaced by Money Order, Serial No._____."
 - b. Obtain customer's signature and ID information on the back of the money order.
 - c. Place an impression of the APDS and his/her initials on the reverse of the money order.
 - d. Cash money order. (Do not spoil the money order.)
 - e. Reissue a new money order charging "no fee."
- NOTE: If the customer's receipt is NOT recovered, the clerk must charge the customer a money order fee.
12. Keep money orders, money order funds, etc., out of reach of customer and other clerks while in use. (Secure these items in an authorized, locked receptacle when not being used.)
13. Report or correct any peculiar or abnormal money order business situation.

Evaluation Preparation: Supervisors may evaluate task performance on the job. To evaluate a Soldier's performance on the job, the Soldier should perform the task using the materials which appear in the above CONDITIONS statement. When the Soldier completes the task, score the Soldier PASS (P) or FAIL (F) on each performance measure.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Verified customer's authorization to use the military post office.	—	—
2. Verified dollar amount of the money order requested did not exceed \$1,000.00.	—	—
3. Selected next blank money order set in numerical sequence.	—	—
4. Processed money order.	—	—
5. Performed the required corrective measures if an error was made before issuing the money order to the customer.	—	—
6. Detached and filed the money order voucher in numerical sequence.	—	—
7. Collected the amount owed from the customer.	—	—
8. Gave the customer the money order and customer receipt.	—	—
9. Advised the customer to maintain the customer receipt in a safe location until the money order is cashed.	—	—
10. Performed the required corrective measures when an error (made by the clerk or customer) was discovered and the money order is returned on the dated of purchase.	—	—
11. Performed the required corrective measures when an error was discovered and the money order was returned after the date of purchased.	—	—
12. Kept money orders, money order funds, etc., out of reach of customers and other clerks while in use.	—	—
13. Reported or corrected any peculiar or abnormal money order business situation.	—	—

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly. Performance measures 5, 10, and 11; if errors were NOT made during the actual performance of selling money orders score the Soldier PASS on the performance measures NOT performed.

References

Required
DOD 4525.6-M

Related

Cash Domestic Postal Money Orders
805C-LF5-1214

Conditions: You are assigned as a Postal Finance Clerk in a Military Post Office and required to process postal money order transactions while preventing loss or mismanagement of postal funds with the following:

1. Current listing of Missing or Stolen Money Orders from the USPS Postal Bulletin.
2. Department of Defense (DOD) 4525.6-M Postal Manual.

Standards: Cash Domestic Money Orders by accessing the correct fee for the money order, verifying the customer is authorized to use the Military Post Office (MPO), reviewing the current listing of Missing or Stolen money orders from the United States Postal Service (USPS) Postal Bulletin, arranging the money order in the correct sequence to issue it, spoil the money order, recognize an altered or damaged money order, secure money orders, store money orders, advise customers about money orders, and report any money order situations IAW Department of Defense (DOD 4525.6-M) Postal Manual with 100% accuracy.

Performance Steps

1. Determine if there are sufficient funds on hand to cash the money order.
2. Examine money order for completeness and acceptability.
 - a. Does not exceed \$1000.00.
 - b. No appearance of alteration or erasure.
3. Check the current missing, lost, or stolen U.S. Money Order forms list from the latest Postal Bulletin to verify that the money order is not listed.
4. Check that the customer is the payee, endorsee, or purchaser.

NOTE: Depending upon the circumstance, either Performance Measure 5 or 6 will be performed.

5. Have the customer(s) (purchaser or payee) sign on the reverse side of the money order.
 - a. One signature is required for a single payee.
 - b. One signature (either) is required if the word "or" is used between the names of the payees.
 - c. Both signatures (two) are required if no word or symbol is used between the names of the payees.
 - d. Both signatures (two) are required if the word "and" or the symbol "&" is used between the names of the payees.
6. Have the customer (third party endorsee) sign on the reverse side of the money order below the payee's signature.
7. Use the customer's identification card or valid passport (ID number, photograph, and signature) to ensure positive identification of the customer. (Social security cards are NOT acceptable.)
8. Annotate the reverse side of the money order with the identification card or passport number.
9. Place an impression of the All Purpose Dating Stamp (APDS) and initial in the third block on reverse side of money order.
10. Give the customer cash for the money order.

Evaluation Preparation: Supervisors can have the Soldier perform the task on the job. To evaluate a Soldier's performance on the job, the Soldier should perform the task using the materials which appear in the above CONDITIONS statement. When the Soldier completes the task, score the Soldier PASS (P) or FAIL (F) on each performance measure.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Determined that there are sufficient funds on hand to cash the money order.	—	—
2. Examined money order for completeness and acceptability.	—	—
3. Checked the current missing, lost, or stolen U.S. Money Order forms list from the latest Postal Bulletin, verified that the money order is not listed.	—	—
4. Checked that the customer is the payee, endorsee, or purchaser.	—	—
NOTE: Depending upon the circumstance, the clerk will be evaluated on either Performance Measure 5 or 6. Score a PASS on the performance measure not evaluated.		
5. Had the customer(s) (purchaser or payee) sign on the reverse side of the money order.	—	—
6. Had the customer (third party endorsee) sign on the reverse side of the money order below the payee's signature.	—	—
7. Used the customer's identification card or valid passport (ID number, photograph, and signature) to ensure positive identification of the customer. (Social security cards were NOT acceptable.)	—	—
8. Annotated the reverse side of the money order with the identification card or passport number.	—	—
9. Placed an impression of the All Purpose Dating Stamp (APDS) and initialed in the third block on reverse side of money order.	—	—
10. Gave the customer cash for the money order.	—	—

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required	Related
DOD 4525.6-M	
USPS POSTAL BULLETIN	

Prepare Money Order Report**805C-LF5-1215**

Conditions: You are assigned as a Postal Finance Clerk in a Military Post Office and required to process postal money order transactions while preventing loss or mismanagement of postal funds with the following:

1. Postal Money Order Imprinter.
2. Current listing of Missing or Stolen Money Orders from the United States Postal Service (USPS) Postal Bulletin.
3. Domestic Postal Money Orders to be cashed.
4. PS Form 6019 (Military Post Office (MPO) Report of Money Order Business).
5. All Purpose Dating Stamp (APDS).
6. Calculator with tape.
7. Department of Defense (DOD) 4525.6-M Postal Manual.
8. Mailing envelope.
9. One (1) Label 200.
10. PS Form 1096 (Customer Receipt).
11. PS Form 3854 (Manifold Registry Dispatch Book).

Standards: Arrange money order vouchers properly. Arrange "spoiled" money orders, and "paid" money orders behind money order vouchers. Determine total fees collected (excluding "no fee" money orders) and multiply by current fee. Prepare two (2) verification tapes. Count cash on hand and compare with verification tapes. Prepare PS Forms 6019 (Military Post Office (MPO) Report of Money Order Business), PS Form 1096 (Customer Receipt), and PS Form 3854 (Manifold Registry Dispatch Book). Assemble money order report. Submit the money order report with 100% accuracy.

Performance Steps

1. Ensure that the money order vouchers/spoiled money orders (if any) are arranged in numerical sequence and paid money order(s) (if any) are arranged behind the vouchers.
2. Determine the total fees collected by counting the number of money orders sold (excluding "no fee" money orders) and multiply by current fee.
3. Prepare two verification tapes (adding machine or IRT) using the money order vouchers and computed money order fees, "paid" and "spoiled" money orders (when applicable).
 - a. Make All Purpose Dating Stamp (APDS) impression.
 - b. Certify verification tapes with signature.
4. Count the cash on hand and make certain the total cash agrees with the total shown on the verification tape.
5. Prepare PS Form 6019 (Military Post Office (MPO) Report of Money Order Business).
 - a. Obtain blank PS Forms 6019 in sufficient copies to ensure there is one for each physically separated location that handles the report.
 - b. The heading.
 - c. Section I, Money Orders Issued.
 - d. Section II, Paid Money Orders and Checks Included in Summary.
 - e. Section III, Cash Summary.
 - f. "Remarks" section.
 - g. "Certified to be correct" block.
 - h. "Postmark" block.

Performance Steps

6. Ensure money order report is assembled correctly for hand carrying or mailing to the verifying official or Custodian of Postal Effects (COPE).
 - a. Verification tapes.
 - b. Money order vouchers arranged in numerical sequence, followed by "spoiled" and "paid" money orders.
 - c. Funds (cash, check).
 - d. PS Form 6019.
7. Prepare, in duplicate, PS Form 1096 (Customer Receipt), for funds, checks, travelers checks and paid money orders when the money order report is hand carried to the verifying official or COPE.
8. Mail money order report via register USPS indicia mail if not personally delivered by—
 - a. Have a witness sign the report in the "Remarks" section of PS Form 6019; certifying that the contents are intact at the time it is registered.
 - b. Annotate the unit's file copy of the PS Form 6019 with the registry number.
 - c. Prepare the shipment in the prescribed manner (when submitting cash).
 - d. Place a, b, and c from step six above on top of d then fold twice so the PS Form 6019 will fit in the legal envelope. Seal the envelope.
 - e. Annotate the inner envelope with the endorsement "Open in the Presence of a Witness."
 - f. Initial (clerk and witness) across the flap intersections of the inner envelope containing the money order report.
 - g. Place report in mailing envelope that is properly addressed to the COPE of your organization.
 - h. Fill out PS Form 3854 (Manifold Registry Dispatch Book) with registered number from mailing envelope and deliver to the Registry Clerk.

Evaluation Preparation: Supervisors may evaluate task performance on the job. To evaluate a Soldier's performance on the job, the Soldier should perform the task using the materials which appear in the above CONDITIONS statement. When the Soldier completes the task, score the Soldier PASS (P) or FAIL (F) on each performance measure.

Performance Measures	GO	NO-GO
1. Ensured that the money order vouchers/spoiled money orders (if any) were arranged in numerical sequence and paid money order(s) (if any) were behind the vouchers.	—	—
2. Determined the total fees collected by counting the number of money orders sold (excluding "no fee" money orders) and multiplied by current fee.	—	—
3. Prepared two verification tapes (adding machine or IRT) using the money order vouchers and computed money order fees, "paid" and "spoiled" money orders (when applicable).	—	—
4. Counted the cash on hand and made certain the total cash agreed with the total shown on the verification tape.	—	—
5. Prepared PS Form 6019.	—	—
6. Ensured money order report was assembled correctly for hand carrying or mailing to the verifying official or COPE.	—	—
7. Prepared, in duplicate, PS Form 1096 (Customer Receipt) for funds, checks, travelers checks and paid money orders when the money order report is hand carried to the verifying official or COPE.	—	—
8. Mailed money order report via register USPS indicia mail if not personally delivered.	—	—

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required	Related
DOD 4525.6-M	
PS FORM 1096	
PS FORM 3854	
PS FORM 6019	
USPS LABEL 200	
USPS POSTAL BULLETIN	

Operate a Postage Meter Machine
805C-LF5-1219

Conditions: You are assigned as a Postal Finance Clerk in a Military Post Office and required to operate a postage meter machine without violating tolerance rules while preventing loss or mismanagement of postal funds with the following:

1. Ascending and descending postage meter register readings at the beginning of the business day.
2. Ascending and descending postage meter register readings at the end of the business day.
3. PS Form 3602-PO (Postage Collected Through Post Office Meter).
4. Unused postage meter tape(s).
5. Information regarding the postage meter head.
6. Access to Department of Defense (DOD) 4525.6-M Postal Manual.

Standards: Operate a postage meter machine without error and filled out the PS Form 3602-PO without having to make corrections.

Performance Steps

1. Sign for Postage Meter Head from COPE on PS Form 3602-PO (Postage Collected Through Post Office Meter) verifying beginning ascending and descending amounts.
2. Initial PS Form 3602-PO on Meter Operator line and ensure the COPE initials the Supervisor line.
3. Maintain the triplicate copy of PS Form 3602-PO until the end of the business day.
4. Secure postage meter head on the meter base.
5. Change date.
6. Print "Zero" tape.
 - a. Verify the date and legibility of print.
 - b. Affix tape to the triplicate copy of PS Form 3602-PO.
7. Calculate the amount of postage due for the article(s).
8. Collect the required amount of postage and fee(s) required for the article(s).
9. Print postage meter tape(s).
10. Affix the postage meter tape(s) to the parcel(s) or letter(s) in the presence of the mailer at the time of transaction.
11. Affix all unused meter tapes to the triplicate copy of the PS Form 3602-PO and turn in to the COPE at the end of the business day.

Evaluation Preparation: Supervisors may evaluate a Soldier's performance on the job. The Soldier should perform the task using the materials which appear in the above CONDITIONS statement. When the Soldier completes the task, score the Soldier PASS (P) or FAIL (F) on each performance measure.

Performance Measures	GO	NO-GO
1. Signed for Postage Meter Head from COPE on PS Form 3602-PO (Postage Collected Through Post Office Meter) verifying beginning ascending and descending amounts.	—	—
2. Initialed PS Form 3602-PO on Meter Operator line and ensured the COPE initialed the Supervisor line.	—	—

Performance Measures	<u>GO</u>	<u>NO-GO</u>
3. Maintained the triplicate copy of PS Form 3602-PO until the end of the business day.	—	—
4. Secured postage meter head on the meter base.	—	—
5. Changed date.	—	—
6. Printed "Zero" tape.	—	—
7. Calculated the amount of postage due for the article(s).	—	—
8. Collected the required amount of postage and fee(s) for the article(s).	—	—
9. Printed postage meter tape(s).	—	—
10. Affixed the postage meter tape(s) to the parcel(s) or letter(s) in the presence of the mailer at the time of transaction.	—	—
11. Affixed all unused meter tapes to the triplicate copy of the PS Form 3602-PO and turned them in to the COPE at the end of the business day.	—	—

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required

DOD 4525.6-M

PS FORM 3602-PO

Related

Control Domestic Money Order Forms
805C-LF5-1225

Conditions: You are a Postal Finance Clerk and have just received a block of 100 postal money orders. You have a lock-box and access to DOD 4525.6-M (Department of Defense Postal Manual), USPS (United States Postal Service) approved safe, DD Form 885 (Money Order Control Record) and PS Form 17 (Stamp Requisition/Stamp Return).

Standards: Obtain and control blank domestic money order forms without error.

Performance Steps

1. Accept blank domestic postal money orders personally from the COPE (Custodian of Postal Effects) or unit supervisor by—
 - a. Verifying that the quantity and serial numbers of the money orders listed on the master DD Form 885 correspond with the money orders received.
 - b. Signing the master DD Form 885.
2. Accept blank domestic postal money orders from the COPE or unit supervisor through registered USPS indicia mail by—
 - a. Verifying, with a witness, the entries on the PS Form 17.
 - b. Annotating the PS Form 17 for date received and registry number.
 - c. Signing (clerk and witness) the PS Form 17.
 - d. Returning the original PS Form 17 to the COPE or unit supervisor.
 - e. Retaining the duplicate PS Form 17 for the unit file.
3. Prepare and maintain a DD Form 885 to record all blank money order forms transferred between authorized individuals.
4. Keep money order effects out of reach of customers and other clerks during the business day, and in authorized, locked receptacles when not in use.

Evaluation Preparation: Supervisors may evaluate task performance on the job. To evaluate a Soldier's performance on the job, the Soldier should perform the task using the materials which appear in the above CONDITIONS statement. When the Soldier completes the task, score the Soldier PASS (P) or FAIL (F) on each performance measure.

Performance Measures	GO	NO-GO
1. Accepted blank domestic postal money orders personally from the COPE or unit supervisor.	—	—
2. Accepted blank domestic postal money orders from the COPE or unit supervisor through registered USPS indicia mail.	—	—
3. Prepared and maintained a DD Form 885 to record all blank money order forms transferred between authorized individuals. (Referred to DOD 4525.6-M).	—	—
4. Kept money order effects out of reach of customers and other clerks during the business day, and in authorized, locked receptacles when not in use.	—	—

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required

DD FORM 885
DOD 4525.6-M
PS FORM 17

Related

Subject Area 5: DOMESTIC AND INTERNATIONAL MAIL

**Accept Domestic Mail
805C-LF5-1201**

Conditions: You are assigned as a Postal Finance Clerk in a Military Post Office. You are required to protect the mail, prevent mismanagement of funds, and assist a customer requesting to send an article of domestic mail with access to the following:

1. An article to be mailed.
2. Domestic Mail Manual (DMM).
3. USPS Notice 123, Price List.
4. Department of Defense (DOD) 4525.6-M Postal Manual.
5. Rubber Stamps - First Class, Priority, Pal Stamps, and SAM.
6. USPS Label 11-B (Express Mail Post Office to Addressee).
7. Integrated Retail Terminal (IRT) CPU, Keyboard, Wand, Receipt Printer, Clerk Display Monitor, a Postage Validation Imprinter (PVI) or Postage Meter Machine, and a stamp stock.

Standards: Accept and process domestic mail by using the correct forms and endorsements; assess the correct amount of postage and fees, determine if mail is mailable and verify the customer's authorization to use the Military Post Office (MPO) with 100% accuracy.

Performance Steps

1. Verify that the customer is an authorized user of the Military Post Office (MPO).
 - a. Check customer's military identification card.
 - b. Check customer's military dependent identification card.
 - c. Check customer's DOD civilian contractor identification card.
 - d. Check customer's military retiree identification card.
- Note: Clerk must be familiar with the section of the local Status of Forces Agreement (SOFA) that pertains to the mail privileges for retired military personnel.
2. Determine if the article is mailable.
 - a. Contents.
 - (1) Ensure the customer completes customs form, PS Form 2976 (Customs Declaration CN 22—Sender's Declaration) or PS Form 2976-A (Customs Declarations and Dispatch Note—CP 72) for mail addressed to Army Post Office (APO), Military Post Office (MPO), or Fleet Post Office (APO), weighing over 16 ounces.
 - (2) Review the customer's customs form for the list of contents and check those contents against the Domestic Mail Manual, DOD Postal Manual 4525.6-M, and USPS Publication 52 for mailability.
 - (a) Verify that the customer has signed and dated the customs form.
 - (b) Verify that the customer has checked one of the following blocks: gift, merchandise, or fragile.
 - (c) Detach and retain white portion of PS Form 2976 in post office records for 30 days after mailing.
 - (d) Detach and retain the fourth copy of PS Form 2976-A in post office records for 30 days after mailing.
 - (e) Enclose the three remaining pages of the PS Form 2976-A into USPS Envelope 2976-E, and attach on the outside of the article.
 - b. Size and weight.
 - (1) Express Mail.
 - (a) Maximum weight of 70 pounds.
 - (b) Maximum length and girth of 108 inches.

Performance Steps

- (2) First Class Mail.
 - (a) Weighs 13 ounces or less.
 - (b) Minimum of 3 1/2 x 5 inches and a maximum of 6 1/8 x 11 1/2 inches.
- (3) Priority Mail.
 - (a) Articles weighing over 13 ounces and a maximum of 70 pounds.
 - (b) Minimum of 3 1/2 x 5 inches and a maximum length and girth combined of 108 inches.
- (4) Parcel Post Mail.
 - (a) Maximum weight of 70 pounds.
 - (b) Minimum of 3 1/2 x 5 inches and a maximum length and girth combined of 130 inches.
 - (c) Articles with a length and girth combined greater than 108 inches are considered oversized.
- (5) Media Mail.
 - (a) Maximum weight of 70 pounds.
 - (b) Minimum of 3 1/2 x 5 inches and a maximum length and girth combined of 108 inches.
- c. Wrapping and packaging containers are as follows:
 - (1) Cardboard boxes may be used for easy and average loads up to 10 pounds.
 - (2) Metal-stayed cardboard boxes may be used for easy and average loads up to 20 pounds.
 - (3) Solid and corrugated fiberboard boxes may be used according to the specification on the chart in C010.3.3 of the Domestic Mail Manual.
 - (4) Constructed wood, metal, or plastic boxes may be used for all types of loads.
 - (5) Container must provide sufficient space and cushioning material for items.
 - (6) Used containers are acceptable provided all labels have been removed.
- d. Proper addressing.
 - (1) Envelopes must have a return address and to address in order for the item to be accepted for mailing.
 - (2) Return address must be in the upper left hand corner of the envelope and must contain the mailer's grade; full name, including first name and middle name or initial; unit number; and APO AA, APO AE, or APO AP (depending on the location of the unit).
 - (3) To address must be centered on the lower right hand side of the article. It must include the person's name, post office box number or street address, and the city, state, and zip code.
- 3. Process an article of mail using manual methods.
 - a. Measure and weigh the article of mail to ensure that it meets size and weight standards for domestic mail.
 - b. Identify the zone for article of mail using the USPS Zone chart.
 - c. Compute the correct postage for the article of mail using USPS Notice 123.
 - (1) Articles being sent Priority Mail or Parcel Post, with a destination address of zone 1-4, weighing less than 20 pounds and having a length and girth combined over 84 inches must be charged the 20 pound rate of postage.
 - (2) Articles being sent Priority Mail or Parcel Post, with a destination of zone 5-8, will be charged postage applicable to the dimensional weight.
 - (3) Articles being sent Parcel Post Mail and exceeding a length of 34 inches, a height of 17 inches, or a width of 17; a mailing box made of wood; books weighing more than 25 pounds; or a tube, must be charged nonmachinable mailing rates.
 - (4) All articles, regardless of weight or customer's instructions, having a length and girth combined greater than 108 inches, but not exceeding a length and girth combined of 130 inches, must be sent Parcel Post Mail and charged the oversize rate of postage.
 - d. Cancel postage stamps on the package using the appropriate cancelling device.

Performance Steps

4. Process an article of mail using an Integrated Retail Terminal (IRT).
 - a. Measure and weigh package to ensure that package meets size and weight standards for domestic mail.
 - b. Press the class of mail key that corresponds to the customer's mailing instructions.
 - (1) Express Mail.
 - (2) First Class Mail.
 - (3) Priority Mail.
 - (4) Parcel Post Mail.
 - (5) Media Mail.
 - c. Input the destination zip code for the article. The IRT will automatically select the correct zone and calculate the postage.
 - (1) Articles being sent Priority Mail and Parcel Post Mail, with a destination address of zone 1-4, weighing less than 20 pounds and having a length and girth combined over 84 inches, must be charged the 20 pound rate of postage. Charge the 20 pound rate by pressing the oversize surcharge key and selecting option number 2.
 - (2) Articles being sent Priority Mail or Parcel Post, with a destination of zone 5-8, will be charged postage applicable to the dimensional weight.
 - (3) Articles being sent Parcel Post Mail and exceeding a length of 34 inches, a height of 17 inches, or a width of 17 inches; a mailing box made of wood; books weighing more than 25 pounds; or a tube, must be charged an additional nonmachineable mailing surcharge. Charge the nonmachineable surcharge by pressing the oversize surcharge key and selecting option number 4.
 - (4) Regardless of weight or customer's instructions, articles that have a length and girth combined greater than 108 inches, but not exceeding a length and girth combined of 130 inches, must be sent Parcel Post Mail and charged the oversize rate of postage. Charge the oversize rate of postage by pressing the oversize surcharge key and selecting option number 3.
 - d. Affix correct postage on the article to be mailed.
 - (1) Postage Stamps.
 - (a) Customers can purchase individual postage stamps at the established mailing fee.
 - (b) Affix the postage stamps in the upper right hand corner of the address side of the article and cancel them with the hand cancelling rubber stamp.
 - (2) Postage Validation Imprinter (PVI) Postage Meter Tape.
 - (a) Print a PVI postage meter tape by pressing the PO/METER key and the correct postage meter tape will print automatically.
 - (b) Affix the PVI postage meter tape on the upper right hand corner of the address side of the article.
 - (c) PVI meter tapes are not required to be cancelled.
 - (3) Postage Meter Machine Postage Meter Tape.
 - (a) Print a Postage Meter Machine postage meter tape by adjusting the dollar amount levers on the postage meter head to the desired postage and press the print lever on the postage meter base.
 - (b) Affix the Postage Meter Machine postage meter tape on the upper right hand corner of the address side of the article.
 - (c) Postage Meter Machine postage meter tapes are not required to be cancelled.
 5. Endorse the article of mail using the correct class rubber stamp(s) or label(s).
 - a. Express Mail.
 - (1) Customer must fill out a Post Office (PO) to Addressee Express mail label. The clerk must then enter the amount of postage owed in the postage and total blocks of the label. The clerk then places the label on the article, gives the customer the second copy of the 11-B and forwards the third copy to the appropriate Express Mail Data Collection Office.
 - (2) Clerk must then place USPS Label 86 - Military Express Mail Service on the article.

Performance Steps

- b. First Class Mail. Endorsement must be centered to the right of the return address and above the mailing address.
 - c. Priority Mail.
 - (1) Endorsement must be centered to the right of the return address and above the mailing address.
 - (2) Clerk can stamp the endorsement for Priority Mail by using the hand stamp or the USPS Label 107 Priority Mail sticker.
 - d. Parcel Post Mail endorsements must be centered to the right of the return address and above the mailing address.
 - e. Media Mail endorsements must be centered to the right of the return address and above the mailing address.
6. Collect the amount of money required for postage from the customer.
- a. If necessary, give customer correct amount of change.
 - b. Give customer a receipt for the transaction.

Evaluation Preparation: You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the Soldier completes the task, the supervisor will score the Soldier PASS (P) or FAIL (F) on each performance measure.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Verified that the customer is an authorized user of the Military Post Office (MPO).	—	—
2. Determined if the article is mailable.	—	—
3. Processed an article of mail using manual methods.	—	—
4. Processed an article of mail using an Integrated Retail Terminal (IRT).	—	—
5. Endorsed the article of mail using the correct class rubber stamp(s) or label(s).	—	—
6. Collected the amount of money required for postage from the customer.	—	—

Evaluation Guidance: Score a GO if the Soldier passes (P) all applicable performance measures. Score a NO GO if the Soldier fails (F) any performance measure. Show the Soldier what was done wrong on any failed performance measure and how to do it correctly.

References

Required	Related
DMM	
DOD 4525.6-M	
USPS ENVELOPE 2976-E	
PS FORM 2976	
PS FORM 2976-A	
USPS LABEL 107	
USPS LABEL 11B	
USPS NOTICE 123	
USPS OFFICIAL ZONE CHART	

**Accept Domestic Mail Requiring Special Services
805C-LF5-1205**

Conditions: You are assigned as a Postal Finance Clerk in a Military Post Office. You are required to protect the mail, prevent mismanagement of funds, and assist a customer requesting to send an article of domestic mail requiring special services with access to the following:

1. An article to be mailed.
2. Department of Defense (DOD) 4525.6-M Postal Manual.
3. Domestic Mail Manual (DMM).
4. United States Postal Service (USPS) Official Zone Chart.
5. USPS Label 11B (Express Mail Post Office to Addressee Service).
6. USPS Label 86 (Express Mail Military Service).
7. USPS Label 107 (Priority Mail Sticker).
8. PS Form 3817 (Certificate of Mailing).
9. PS Form 3811 (Domestic Return Receipt).
10. PS Form 3800 (Certified Mail Receipt).
11. PS Form 3813 (Receipt for Domestic Insured Parcel).
12. PS Form 3813-P (Insured Mail Receipt).
13. USPS Notice 123 (Price List).
14. Rubber Stamps - First Class, Priority, Pal Stamps, and SAM.
15. Integrated Retail Terminal (IRT) CPU, Keyboard, Wand, Receipt Printer, Clerk Display Monitor, a Postage Validation Imprinter (PVI) or Postage Meter Machine, and a stamp stock.

Standards: Accept and process domestic mail by using the correct forms, accessing the correct amount of fees, determining if mail is mailable, determining special services available, and verifying the customer is authorized to use the Military Post Office (MPO).

Performance Steps

1. Verify that the customer is an authorized user of the Military Post Office (MPO).
 - a. Check customer's military identification card.
 - b. Check customer's military dependent identification card.
 - c. Check customer's DOD civilian contractor identification card.
 - d. Check customer's military retiree identification card.
- Note: Clerk must be familiar with the section of the local Status of Forces Agreement (SOFA) that pertains to the mail privileges for retired military personnel.
2. Determine if the article is mailable.
 - a. Contents.
 - (1) Ensure the customer completes custom forms PS Form 2976 or PS Form 2976-A for mail addressed to Army Post Office (APO), Military Post Office (MPO) or Fleet Post Office (FPO) weighing over 16 ounces.
 - (2) Review the customer's customs form for the list of contents and check the list against the Domestic Mail Manual, DOD Postal Manual 4525.6M, and USPS Publication 52 for mailability.
 - (a) Verify that the customer has signed the customs form.
 - (b) Verify that the customer has dated the customs form.
 - (c) Verify that the customer has checked one of the following blocks: Gift, Merchandise, or Fragile.
 - (d) Insert Copies 1 thru 4 into PS Form-E, Customs Envelope and affix to parcel.
 - (e) Detach and maintain Copy 5 in MPO records for 30 days.
 - (f) Detach and give to the customer Copy 6.
 - b. Size and weight.
 - (1) Express Mail.
 - (a) Maximum weight of 70 pounds.

Performance Steps

- (b) Maximum length and girth of 108 inches.
- (2) First Class Mail.
 - (a) Weighs 13 ounces or less.
 - (b) Minimum of 3 1/2 x by 5 inches and a maximum of 6 1/8 x 11 1/2 inches.
- (3) Priority Mail.
 - (a) Articles weighing over 13 ounces and a maximum of 70 pounds.
 - (b) Minimum of 3 1/2 x 5 inches and a maximum length and girth combined of 108 inches.
- (4) Parcel Post Mail.
 - (a) Maximum weight of 70 pounds.
 - (b) Minimum of 3 1/2 x 5 inches and a maximum length and girth combined of 130 inches.
 - (c) Articles with a length and girth combined greater than 108 inches are considered oversized.
- (5) Media Mail.
 - (a) Maximum weight of 70 pounds.
 - (b) Minimum of 3 1/2 x 5 inches and a maximum length and girth combined of 108 inches.
- (6) Library Mail.
 - (a) Maximum weight of 70 pounds.
 - (b) Minimum of 3 1/2 x 5 inches and a maximum length and girth combined of 108 inches.
- (7) Parcel Air Lift (PAL) Mail.
 - (a) Maximum weight of 30 pounds.
 - (b) Minimum length and girth combined of 3 1/2 x 5 inches, and a maximum length and girth of 60 inches.
- c. Containers for wrapping and packaging are as follows:
 - (1) Cardboard boxes may be used for easy and average loads up to 10 pounds.
 - (2) Metal-stayed cardboard boxes may be used for easy and average loads up to 20 pounds.
 - (3) Solid and corrugated fiberboard boxes may be used according to specifications on the chart in C010.3.3 of the Domestic Mail Manual.
 - (4) Constructed wood, metal, or plastic boxes may be used for all types of loads.
 - (5) Containers must provide sufficient space and cushioning material for items.
 - (6) Used containers are acceptable provided all labels have been removed from the box.
- d. Proper addressing.
 - (1) Envelopes must have a return address and a to address in order for the item to be accepted for mailing. Return address must be in the upper left hand corner of the envelope and must contain the mailers grade; full name; including first name and middle name or initial; unit number; and APO AA, APO AE, or APO AP (depending on the location of the unit).
 - (2) To address must be centered on the lower right hand side of the article. It must include the person's name, post office box number or street address, and the city, state, and zip code.
- 3. Determine the special services available for the customer's article to be mailed.
 - a. Certified Mail.
 - (1) Only available for First Class and Priority Mail.
 - (2) Window clerk will complete the customer receipt portion of PS Form 3800, Certified Mail Receipt, by inserting the following information:
 - (a) City, State, and Zip Code where article is to be mailed.
 - (b) Amount of postage received to mail the article.
 - (c) Certified mailing fee.
 - (d) Restricted delivery fee, if option is chosen by the customer and the article qualifies for the service.
 - (e) Return Receipt for Domestic Mail fee, if option is chosen by the customer.

Performance Steps

- (f) Date the Receipt with the All Purpose Date Stamp (APDS).
- (3) Clerk will place the article number portion of the Receipt for Certified mail centered to the right of the return address and above the mailing address.
- b. Registered Mail.
 - (1) Available for First Class and Priority Mail Only.
 - (2) Customer must complete the To and From sections on PS Form 3806 (Receipt for Registered Mail).
 - (3) The window clerk must complete the top portion of PS Form 3806, and insert the following information:
 - (a) The amount of postage required to mail the article.
 - (b) The Registered Mail fee is based on whether the article is being sent with or without insurance. If the article is being sent with insurance, the fee is based on the declared value of the article.
 - (c) Restricted delivery fee, if option is chosen by the customer, and the article qualifies for the service.
 - (d) Return Receipt for Domestic Mail fee, if option is chosen by the customer.
 - (e) Special Handling fee, if the article requires this service.
 - (f) Clerk uses the article number on USPS Label 200 to accept the article.
 - (g) Clerk may refuse to accept article if a satisfactory declaration of value is not provided.
 - (h) Check the without insurance block for articles that have no dollar value.
 - (i) Date PS Form 3806 using the APDS on the original and duplicate copies.
 - (4) Clerk will place the USPS Label 200 centered to the right of the return address and above the mailing address.
- c. Insured Over \$200.
 - (1) Available for First Class, Priority, Parcel Post, PAL, Media, and Library Mail.
 - (2) Clerk will complete PS Form 3813-P, Insured Mail Receipt, for articles that have a declared value of \$200.01 up \$5,000.00, and will insert the following information:
 - (a) City, State, and Zip Code where the article is to be mailed.
 - (b) The amount of postage required to mail the article.
 - (c) The insurance fee for numbered insured mail; fee is based on the declared value of the article.
 - (d) The return receipt fee, if this service is chosen by the customer.
 - (e) The declared value of the article.
 - (f) The restricted delivery fee, if this service is chosen by the customer.
 - (g) The total amount of money that the customer must pay for postage and fees for the article.
 - (h) Date the form using the APDS.
 - (3) Clerk will place the article number portion of the Receipt for Insured Domestic and International Mail centered to the right of the return address, and above the mailing address.
- d. \$200.00 and Under Insured.
 - (1) Available for First Class, Priority, Parcel Post, PAL, Media, and Library Mail.
 - (2) Clerk will complete PS Form 3813, Receipt for Domestic Insured Parcel, for articles that have a declared value of \$00.01 up \$200.00, and will insert the following information:
 - (a) City, State, and Zip Code where the article is being mailed on the front of the form.
 - (b) Name and complete destination address on the reverse side of the form.
 - (c) The amount of postage required to mail the article.
 - (d) The insurance fee for unnumbered insured mail.
 - (e) The declared value of the article.
 - (f) The total amount the customer must pay for postage and fees required for the article.
 - (g) Date the form using the APDS.
 - (h) Check the box that corresponds to the contents of the package: Fragile, Gift, or Merchandise.
 - (i) Date the form using the APDS.

Performance Steps

- (3) Return Receipts for Domestic Mail, Special Handling, and Restricted Delivery are not available for unnumbered insured mail.
- (4) Window Clerk will place the elliptical stamp endorsement centered to the right of the return address and above the mailing address.
- e. Return Receipt for Domestic Mail.
 - (1) PS Form 3811, Return Receipt for Domestic Mail is available for Express Mail. It can also be used in conjunction with Certified, Numbered Insured, and Registered Mail special services.
 - (2) The customer must complete the "from" address on the reverse side of the form, and the "to" address on the front of the form.
 - (3) The window clerk must insert the article number on the return receipt and then check the block that corresponds to the special service that is being used.
 - (4) The window clerk will attach the return receipt to the article on either the front or reverse of the article, depending on the space available for attachment.
 - (5) The window clerk will endorse the article Return Receipt Requested centered to the right of the return address and above the mailing address.
- f. Return Receipt After Mailing.
 - (1) PS Form 3811-A (Return Receipt for Domestic Mail After Mailing), is available for Express Mail, and it can be used in conjunction with Certified, Numbered Insured, and Registered Mail special services.
 - (2) Customers have 90 days after mailing Express Mail to request a delivery record.
 - (3) Customers have two years to request a delivery record for Certified, Numbered Insured, and Registered Mail.
 - (4) For articles mailed to APO/FPO, Puerto Rico, Virgin Islands, or any other U.S. Territories or possessions, PS Form 3811-A should be forwarded to the office of delivery.
 - (5) For articles addressed to any continental U.S. domestic address, PS Form 3811-A can be sent to any post office.
- g. Certificate of Mailing.
 - (1) Available for First Class, Priority, Parcel Post, PAL, Media, and Library Mail.
 - (2) Customer must complete the "to" and "from" section of PS Form 3817.
 - (3) The window clerk will attach the appropriate postage stamps or postage meter tape to cover the cost of the certificate of mailing fee.
- h. Special Handling.
 - (1) Available for First Class and Priority Mail.
 - (2) Articles requested for special handling in the Parcel Post class of mail must be sent as Parcel Airlift Mail (PAL).
 - (3) Special Handling provides special treatment of mail when it is being transported to its address of delivery.
- i. Restricted Delivery.
 - (1) Available in conjunction with one of the following special services: Certified, Numbered Insured, or Registered Mail.
 - (2) Article must be addressed to a person by name, and not to an organization.
- 4. Process an article of mail (letter or parcel) using manual methods.
 - a. Measure and weigh the accepted article of mail to ensure that it meets size and weight standards for domestic mail.
 - b. Identify the appropriate zone for article of mail using the USPS Zone chart.
 - c. Compute the correct postage for the accepted article of mail using USPS Notice 123.
 - (1) Articles being sent Priority Mail and/or Parcel Post Mail, weighing less than 15 pounds and having a length and girth combined over 84 inches must be charged the 15 pound rate of postage.
 - (2) Articles being sent Parcel Post Mail and exceeding a length of 34 inches, a height of 17 inches, or a width of 17 inches; a mailing box made of wood; books weighing more than 25 pounds; or a tube, must be charged an additional mailing surcharge.

Performance Steps

- (3) All articles, regardless of weight and customer's instructions, which have a length and girth, combined greater than 108 inches, but not exceeding a length and girth combined of 130 inches, must be sent Parcel Post Mail and charged the oversized rate of postage.
- d. Verify that the requested special service is available to the class of mail.
 - (1) Complete the appropriate form for the selected special service.
 - (2) Place the special service article label or endorsement on the letter or parcel.
 - (3) Add the special service fee to the postage and compute the total owed for both the postage and fee(s).
- e. Cancel the postage stamps on the package using the appropriate cancelling device.
- 5. Process an article of mail using an Integrated Retail Terminal (IRT).
 - a. Measure and weigh package to ensure that package meets size and weight standards for domestic mail.
 - b. Press the class of mail key that corresponds to the customer's mailing instructions.
 - (1) Express Mail.
 - (2) First Class Mail.
 - (3) Priority Mail.
 - (4) Parcel Post Mail.
 - (5) Media Mail.
 - (6) Library Mail.
 - c. Input the destination zip code for the article, and the IRT will select the correct zone.
 - d. After entering the destination zip code, the IRT will automatically calculate the postage.
 - (1) Articles being sent Priority Mail and/or Parcel Post Mail, weighing less than 15 pounds and having a length and girth combined over 84 inches must be charged the 15 pound rate of postage. You charge the 15 pound rate by pressing the oversize surcharge key and selecting option number 2.
 - (2) Articles being sent Parcel Post Mail and exceeding a length of 34 inches, a height of 17 inches, or a width of 17 inches; a mailing box made of wood; books weighing more than 25 pounds; or a tube, must be charged an additional nonmachineable mailing surcharge. You charge the nonmachineable surcharge by pressing the oversize surcharge key and selecting option number 4.
 - (3) All articles, regardless of weight and customer's instructions, which have a length and girth, combined greater than 108 inches, but not exceeding a length and girth, combined of 130 inches, must be sent Parcel Post Mail and charged the oversized rate of postage. To charge the oversize rate of postage by pressing the oversize surcharge key and selecting option number 3.
 - e. Verify that the requested special service is available for the class of mail.
 - (1) Complete the appropriate form for the selected special service.
 - (2) To add the special service fee to the postage, select the corresponding key on the IRT keyboard.
 - (a) When certified mail is selected, the IRT will automatically add the correct fee to the postage.
 - (b) When Insured mail is selected, the IRT will display the insured mail screen and ask for the actual value of the article.
 - (c) When registered mail is selected, the IRT will display the insured mail screen and ask for the actual value of the article.
 - (3) Place the special service article label or endorsement on the letter or parcel.
 - f. Affix the correct postage on the article for mailing.
 - (1) Postage Stamps.
 - (a) Customers can purchase individual postage stamps for the mailing fee.
 - (b) Affix the postage stamps in the upper right hand corner of the address side of the article and cancel them with the hand canceling rubber stamp.
 - (2) Postage Validation Imprinter (PVI) Postage Meter Tape.
 - (a) Print a PVI postage meter tape by pressing the PO/METER key. The imprinter will automatically print the correct postage meter tape.

Performance Steps

- (b) Affix the PVI postage meter tape in the upper right hand corner of the address side of the article.
- (c) PVI postage meter tapes are not required to be canceled.
- (3) Postage Meter Machine Postage Meter Tape.
 - (a) Print a Postage Meter Machine postage meter tape by adjusting the dollar amount levers on the postage meter head to the correct postage and press the print lever on the postage meter base.
 - (b) Affix the Postage Meter Machine postage meter tape in the upper right hand corner of the address side of the article.
 - (c) Postage Meter Machine postage meter tapes are not required to be cancelled.
- 6. Endorse the accepted article of mail using the correct class rubber stamp(s) or label(s).
 - a. Express Mail.
 - (1) Customer must fill out USPS Label 11-B, Express Mail Post Office to Addressee Service mail label. The clerk enters the amount of postage required in the postage block and adds it to other fees in the total block of the label. The clerk places the label on the article and gives the customer the second copy of the USPS Label 11-B and forwards the third copy to the appropriate Express Mail Data Collection Office.
 - (2) Clerk also places USPS Label 86 - Military Express Mail Service on the article.
 - b. First Class Mail. Endorsement must be centered to the right of the return address and above the mailing address.
 - c. Priority Mail.
 - (1) Endorsement must be centered to the right of the return address and above the mailing address.
 - (2) Clerk can stamp the endorsement for Priority Mail using the hand stamp or he/she can use USPS Label 107, Priority Mail sticker.
 - d. Parcel Post Mail. Endorsement must be centered to the right of the return address and above the mailing address.
 - e. Media Mail. Endorsement must be centered to the right of the return address and above the mailing address.
 - f. Library Mail. Endorsement must be centered to the right of the return address and above the mailing address.
- 7. Collect the correct amount of money required for postage from the customer.
 - a. If necessary, give the customer correct amount of change.
 - b. Give the customer a receipt for the transaction.

Evaluation Preparation: You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the Soldier completes the task, the supervisor will score the Soldier PASS (P) or FAIL (F) on each performance measure.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Verified that the customer is an authorized user of the Military Post Office (MPO).	—	—
2. Determined if article received from customer is mailable.	—	—
3. Determined the special services available for the customer's article.	—	—
4. Processed an article of mail using manual methods.	—	—
5. Processed an article of mail using an Integrated Retail Terminal (IRT).	—	—
6. Endorsed the article of mail using the correct class rubber stamp(s) or label(s).	—	—
7. Collected the correct amount of money required for postage from the customer.	—	—

Evaluation Guidance: Score a GO if the Soldier passes (P) all applicable performance measures. Score a NO GO if the Soldier fails (F) any performance measure. Show the Soldier what was done wrong on any failed performance measure and how to do it correctly.

References

Required

DMM
DOD 4525.6-M
POM
PS FORM 3806
PS FORM 3602-PO
PS FORM 3800
PS FORM 3811
PS FORM 3813
PS FORM 3813-P
PS FORM 3817
USPS LABEL 107
USPS LABEL 11B
USPS LABEL 86
USPS NOTICE 123
USPS OFFICIAL ZONE CHART

Related

Accept International Mail**805C-LF5-1209**

Conditions: You are assigned as a Postal Finance Clerk in a Military Post Office. You are required to protect the mail, prevent mismanagement of funds, and assist a customer requesting to send an article of mail to an international address with access to the following:

1. An article to be mailed.
2. Standard USPS forms, rubber stamps and labels.
3. All Purpose Dating Stamp (APDS) and stamp pad.
4. Department of Defense (DOD) 4525.6-M Postal Manual.
5. International Mail Manual (IMM).
6. Integrated Retail Terminal (IRT) CPU, Keyboard, Wand, Receipt Printer, Clerk Display Monitor, a Postage Validation Imprinter (PVI) or Postage Meter Machine, and a stamp stock.

Standards: Accept and process international mail by using the correct forms and endorsements, assessing the correct amount of postage and fees, determining if mail is mailable, determining special services available, and verifying the customer is authorized to use the Military Post Office (MPO).

Performance Steps

1. Verify that the customer is an authorized user of the Military Postal Service (MPS).
 - a. Check the customer's military Identification Card.
 - b. Check the customer's military dependent Identification Card.
 - c. Check the customer's DOD civilian employee Identification Card.
 - d. Check the customer's US Passport.
 - e. Check the customer's retired military Identification Card.
- NOTE: The window clerk must be familiar with the section of the Status of Forces Agreement that covers the use of the MPS by retirees.
2. Determine if the letter or parcel received from the customer is mailable according to its—
 - a. Contents.
 - (1) Ensure the customer uses the correct custom form.
 - (2) For articles that weigh over 16 ounces and have a value over \$400, use PS Form 2976-A with USPS Envelope 2976-E.
 - (3) For articles that weigh less than 16 ounces and have a value less than \$400, use PS Form 2976.
 - b. Size and Weight.
 - (1) First-Class Mail International (FCMI).
 - (a) Minimum length and height: 5½ x 3½ inches.
 - (b) Minimum depth (thickness): .007 inch.
 - (c) Minimum depth is .007 inch.
 - (d) Maximum length is 24 inches.
 - (e) Maximum length, height, depth combined is 36 inches.
 - (f) Maximum weight: 4 pounds
 - (2) Priority Mail International (PMI).
 - (a) Minimum length and width: 5-1/2 x 3-1/2 inches.
 - (b) Maximum length: 42 inches.
 - (c) Maximum length and girth combined: 79 inches.
 - (d) Maximum girth (measured along diameter) for circular parcels: 64 inches.
 - (e) Size limits for rectangular: Vary for certain countries.
 - (f) Weight limit: Depends on the country and can be found in the Individual Country Listing (ICL).
 - (3) Post Cards.
 - (a) Minimum of 3 1/2 x 5 1/2 inches.
 - (b) Maximum of 4 1/4 x 6 inches.

Performance Steps

- (4) Matter for the Blind.
 - (a) Maximum weight of 15 pounds.
 - (b) Minimum length and height of 5 1/2 x 3 1/2 inches.
 - (c) Minimum thickness of .007 inches.
 - (d) Maximum length of 24 inches.
 - (e) Maximum length, height, depth (thickness) combined of 36 inches.
- c. Wrapping and packing.
 - (1) First-Class Mail International (FCMI).
 - (a) Mail matter is admissible in envelopes, sleeves, or wrappers of varying sizes and thickness, so long as they meet the size and weight requirements.
 - (b) Bulkier items are admissible in boxes, cartons, tubes, or other types of containers that are commonly used to transmit shipments that are in package form, so long as they meet the size and weight requirements.
 - (c) Matter for the Blind. Items must be placed in wrappers, in rolls, between cardboard, or in bags, boxes, unsealed envelopes, or containers. Dangerous fasteners may not be used. Articles may also be tied with string or twine in a manner that will permit them to be easily untied.
 - (2) Priority Mail International (PMI).
 - (a) Ordinary paperboard containers are not acceptable. Parcels must be packed in one of the following types of containers: Canvas or similar material; double-faced corrugated or solid fiberboard boxes or cases; strong wooden boxes made of lumber at least 1/2 inch thick or plywood of at least three plies.
 - (b) Heavy wrapping paper or waterproof paper is permitted only as the outside covering a carton.
 - (c) Packages must be sealed with one of the following items: wax, gummed-paper tape, nails, screws, wire, metal bands, or other materials. The seal must be sufficient to allow detection of tampering.
 - (d) Matter for the Blind. Items must be placed in wrappers, in rolls, between cardboard, or in bags, boxes, unsealed envelopes, or containers. Dangerous fasteners may not be used. Articles may also be tied with string or twine in a manner that will permit them to be easily untied.
- d. Proper Addressing.
 - (1) Parcels must have a return address and a forwarding address in order for the article to be received for mailing.
 - (2) Return address must be in the upper left hand corner of the parcel and must contain the mailers grade; full name, including first name and middle name or initial; unit number; and APO AA, APO AE, or APO AP (depending on the location of the unit).
 - (3) The forwarding address must be centered to the right of the return address and to the left of the edge of the article. The return address must be in ink or typewritten using Roman letters and Arabic numbers, for addresses in Russian, Greek, Arabic, Chinese, and Hebrew.
- e. Determine if the special service requested by the customer is available for the selected class of international mail.
 - (1) Registered Mail.
 - (a) Available for First-Class Mail International items, postcards or postal cards, and free matter for the blind items. See Individual Country Listings for country-specific prohibitions and restrictions.
 - (b) May weigh up to four pounds.
 - (c) The sender must—
 1. Enter the name and address of addressee on the mailing receipt before presenting the item for registration.
 2. Declare the full value of mail presented for registration. The value declared must be identical to the value stated on PS Form 2976, Customs Declaration CN 22 - Sender's Declaration (green label).

Performance Steps

- (d) The accepting clerk must—
 - 1. Verify that the value declared on PS Form 3806 (Receipt for Registered Mail) and the value declared on PS Form 2976 are identical.
 - 2. Affix USPS Label 200, Registered Mail, to the item on the address side, (in the upper left, below the return address), and enter the number in ink on the mailing receipt.
 - 3. Enter the registration fee and postage plus the return receipt and the restricted delivery fee if applicable on the receipt.
- (e) The accepting clerk must enter the following endorsements and special markings on each registered item:
 - 1. Affix USPS Label 200 as noted above. All registered mail of U.S. origin must bear a USPS Label 200.
 - 2. Place airmail USPS Label 19-A or USPS Label 19-B or the words "PAR AVION" on registered items prepaid for air if the sender has failed to do this.
 - 3. Endorse the item for special services requested by the sender.
- (2) Insurance.
 - (a) Insurance is available only for Priority Mail International parcels and only to certain countries. See Individual Country Listings.
 - (b) The insured value (insurance coverage) of a parcel may not be more than the maximum allowed for the country of destination. See Individual Country Listings. The insured value (insurance coverage) of a parcel may not be more than the declared value of the contents. However insured value may be less than declared value depending on the wish of the sender.
 - (c) All Priority Mail International parcels must be numbered. PS Form 2976-A, Customs Declaration and Dispatch Note - CP 72, and the cash register receipt issued at the time of mailing will serve as proof of mailing and proof of insurance.
 - (d) The accepting clerk must—
 - 1. Indicate on PS Form 2976-A the amount for which the parcel is insured. Write the amount in U.S. dollars in ink in the "Insured Amount (U.S.)" block."
 - 2. Convert the U.S. dollar amount to the special drawing right (SDR) value and enter it in the SDR value block. For example—

INSURED VALUE
\$100.00 (U.S.)
62.59 SDR

- 3. See Exhibit 324.12 for a table showing the conversion of U.S. dollar values up to \$600 to SDR equivalents. To determine SDR equivalents above \$600, multiply the insured amount, rounded up to the next full dollar, by the conversion factor of 0.6860. Note: Use the following rates when converting between U.S. dollars and special drawing right (SDR) values:

$\$1 \text{ U.S.} = 0.6860 \text{ SDR}$ $1 \text{ SDR} = \$1.46 (\$1.4577 \text{ U.S.})$

- 4. Write a bold capital "V" in the space provided for the insured number as an indicator that additional insurance was purchased.

- 5. Indicate special contents for fragile liquid and perishable items.

f. Round stamp PS Form 2976-A in the appropriate place on each copy.

- (3) Return Receipt is available only for registered items and insured parcels. See Individual Country Listings for additional availability and restrictions.

Performance Steps

- (a) The accepting clerk must—
 - 1. Record the return receipt fee on the insured or registered mailing receipt.
 - 2. Enter the address of the addressee on the return receipt.
 - 3. Attach the return receipt to the item.
 - 4. Affix and cancel postage equal to the sum of the return receipt fee, postage, and other applicable fees.
 - (b) The accepting clerk must mark address side of item either “AVIS DE RECEPTION” or “A.”
 - (4) Certificate of Mailing is only available for articles that are sent as unregistered letter post, post cards, matter for the blind and uninsured parcel post.
 - (5) Restricted Delivery.
 - (a) Restricted delivery is available only—
 - 1. At time of mailing.
 - 2. For registered items.
 - 3. If accompanied by a return receipt (see 340).
 - 4. To certain countries. See Individual Country Listings.
 - (b) The sender must endorse item “A REMETTRE EN MAIN PROPRE” or the equivalent in a language known in the destination country. Endorsement should be located on the address side below the return address.
 - (c) The accepting clerk must affix and cancel postage equal to the sum of the restricted delivery fee, regular postage, and other fees.
3. Process an accepted article of mail using manual methods.
- a. Measure and weigh the accepted article of mail to ensure it meets the size and weight standards for International letter post mail.
 - b. Locate the country of destination in the International Mail Manual (IMM) Individual Country Listings and review the prohibitions, restrictions, and observations to see if the contents of the article are mailable to that country, or if they have to be sent a particular way to that country.
 - c. After determining how the package is going to be sent (letter post air, letter post economy), find the correct postage chart on that country's individual listing.
 - d. For articles that are receiving a special service, fill out the necessary postal forms and date stamp all intersecting seams, and make the appropriate endorsements on the article wrapping.
 - e. Affix the postage on the article either using postage stamps or postage meter tapes.
 - f. Cancel the postage stamps using the appropriate cancelling stamp.
 - (1) For registered mail, use the All Purpose Dating Stamp (APDS).
 - (2) For insured mail, use the hand-cancelling stamp.
4. Process an accepted article of mail using the Integrated Retail Terminal (IRT).
- a. Measure and weigh the accepted article of mail to ensure it meets the size and weight standards for International letter post.
 - b. Locate the country of destination in the International Mail Manual (IMM) Individual Country Listings and review the prohibitions, restrictions, and observations to see if the contents of the article are mailable to that country, or if they have to be sent a particular way to that country.
 - c. Place article on the IRT and select the International key that corresponds to the way that the article is being sent (letter post air or letter post economy). When you select one of these keys, a country code screen will appear, and will prompt you for the three-digit country code. To find the country code you will use the first letter of that country's name (Ex. C for Canada). To select the first letter of the country's name, you will look on your IRT keyboard above the first row of keys and below the third row of keys, and you will see the letters of the alphabet above and below those keys. After selecting the appropriate key, a listing of all of the countries that start with the letter you selected will appear. To scroll through the list of countries on the screen, press the + or - key on the numerical keys on the bottom right of the keyboard. After finding the three-digit country code for the desired country, key it in. (Ex. the three-digit code for Japan is 201, you would key in 201 on the country code screen).
 - d. After keying in the country code, the IRT will weigh the article of mail and compute the postage.

Performance Steps

- (1) Depending on the class of mail selected, you will see red lights blinking on the keys for insured mail, registered mail, and misc postage. You will only select these keys if the customer has requested the particular special service and if the package and contents qualify for the special service. You will only select the misc postage key if the customer has placed postage stamps on the article, and those stamps do not cover the entire cost of the mailing. You will give the customer credit for those stamps by selecting misc postage key and selecting the error correct key, and enter the amount of the stamps that are on the article. The IRT will subtract this amount, and show you the difference that the customer owes for the mailing.
 - (2) After selecting either registered mail or insured mail, a red light will begin blinking on the return receipt key. Again, you will only select this key if the customer has requested a return receipt for their article of mail, and return receipts are available for the country of destination.
 - e. For articles that are receiving a special service, fill out the necessary postal forms and date stamp all intersecting seams, and make the appropriate endorsements on the article wrapping.
 - f. Affix the postage on the article either using postage stamps or postage meter tapes.
 - g. Cancel the postage stamps using the appropriate cancelling stamp.
 - (1) For registered mail, use the All Purpose Dating Stamp (APDS).
 - (2) For insured mail, use the hand-cancelling stamp.
5. Endorse the accepted article of mail using the correct rubber stamp(s) or label(s).
- a. First-Class Mail International (FCMI).
 - (1) First-Class Mail International items that are paid for at the airmail rate of postage must be marked "AIRMAIL/PAR AVION" or have USPS Label 19-A, Par Avion Airmail, or USPS Label 19-B, Par Avion Airmail, affixed to the address side of the mail piece.
 - (2) For articles that contain a letter and merchandise combined, endorse the article Letter Post centered to the right of the return address and above the mailing address.
 - (3) Matter for the Blind: Endorse the article "Matter for the Blind" in the upper-right corner of the address side of the mail piece.
 - (4) Post Cards: Mark postcards Par Avion or affix USPS Label 19-A, Par Avion Airmail, or USPS Label 19-B, Par Avion Airmail, on the left side on the front and Privately printed postcards must bear the marking "POSTCARD."
 - b. Priority Mail International (PMI).
 - (1) Parcels that are paid for at the Priority Mail International rate of postage must be marked "AIRMAIL" or "PAR AVION" or bear one of the two prescribed airmail labels (i.e., either USPS Label 19-A or USPS Label 19-B). The airmail marking or label should be placed below and to the left of the delivery address.
6. Collect the correct amount of money required for postage and special services (if applicable) by the customer.
- a. If necessary, give the customer the correct amount of change due back.
 - b. Give the customer a receipt for the transaction.

Evaluation Preparation: Supervisors may evaluate task performance on the job. To evaluate a Soldier's performance on the job, the Soldier should perform the task using the materials which appear in the above CONDITIONS statement. When the Soldier completes the task, score the Soldier PASS (P) or FAIL (F) on each performance measure.

Performance Measures	GO	NO-GO
1. Verified that the customer is an authorized user of the Military Postal Service (MPS).	—	—
2. Determined if the letter or parcel received from the customer is mailable.	—	—
3. Processed accepted articles of mail using manual methods.	—	—

Performance Measures	<u>GO</u>	<u>NO-GO</u>
4. Processed accepted articles of mail using the Integrated Retail Terminal (IRT).	—	—
5. Endorsed the accepted article of mail using the correct rubber stamp(s) or label(s).	—	—
6. Collected the correct amount of money required for postage and special services (if applicable) from the customer.	—	—

Evaluation Guidance: Score a GO if the Soldier passes (P) all applicable performance measures. Score a NO GO if the Soldier fails (F) any performance measure. Show the Soldier what was done incorrectly on any failed performance measure and how to do it correctly.

References

Required	Related
DD FORM 2261	
DOD 4525.6-M	
IMM	
POM	
PS FORM 3806	
USPS ENVELOPE 2976-E	
PS FORM 1000	
PS FORM 2976	
PS FORM 2976-A	
USPS LABEL 200	
USPS OFFICIAL ZONE CHART	

Process Mail
805C-LF5-1218

Conditions: You a Military Postal Clerk assigned to the Operations Section of the post office. You are required to process incoming and outgoing mail while preventing loss and damage to the mail with the following:

1. Several articles of mail to be processed.
2. USPS forms and labels.
3. Standard USPS supplies and equipment.
4. Excerpt from USPS Notice 123, Price List.
5. Excerpt from DOD 4525.6-M.
6. Domestic Mail Manual (DMM).
7. International Mail Manual (IMM).

Standards: Process mail accurately without delay IAW DOD 4525.6-M.

Performance Steps

1. Verify the truck seal number, if used, before removing.
2. Sign all documents properly to receipt for the mail.
3. Take the appropriate actions after identifying contaminated mail (i.e., mail exposed to toxic agents).
 - a. Contact the local Nuclear, Biological, and Chemical (NBC) authorities.
 - b. Segregate and secure from uncontaminated mail.
 - c. Destroy mail with guidance set forth by NBC authorities.
 - d. Report mail that has been destroyed due to contamination.
4. Unload all express and registered mail and move it to the accountable mail section.
5. Unload all other mail.
6. Sort all ordinary mail for delivery to units.
7. Separate insured and certified mail and move it to the accountable mail section.
8. Deliver certified and insured mail to the unit mail clerks.
9. Restrict delivery mail to the addressee or designated official.
10. Sort/face and check letters and flats for proper postage.
11. Process scheme mail that does not contain a complete address or Army Post Office (APO) number.
12. Cancel and sort letters and flats to destination(s).
13. Prepare tray/pouch mail for dispatch.
14. Label pouches, sacks, trays, and outside mail (OSM) with the appropriate destination.
15. Provide Supervisor with information for the preparation of dispatch documents and load all outgoing mail.

Evaluation Preparation: You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the Soldier completes the task, the supervisor will score the Soldier PASS (P) or FAIL (F) on each performance measure.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Verified the truck seal number, if used, before removing.	—	—
2. Signed all documents properly to receipt for the mail.	—	—
3. Took appropriate actions after identifying contaminated mail (i.e., mail exposed to toxic agents).	—	—
4. Unloaded all express and registered mail and moved it to the accountable mail section.	—	—
5. Unloaded all other mail.	—	—
6. Sorted all ordinary mail for delivery to units.	—	—
7. Separated insured and certified mail and moved it to the accountable mail section.	—	—
8. Delivered certified and insured mail to the unit mail clerks.	—	—
9. Restricted delivery mail to the addressee or designated official.	—	—
10. Sorted/faced and checked letters and flats for proper postage.	—	—
11. Processed scheme mail that does not contain a complete address or Army Post Office (APO) number.	—	—
12. Cancelled and sorted letters and flats to destination(s).	—	—
13. Prepared tray/pouch mail for dispatch.	—	—
14. Labeled pouches, sacks, trays, and outside mail (OSM) with the appropriate destination.	—	—
15. Provided the supervisor with information for the preparation of dispatch documents and loaded all outgoing mail.	—	—

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly. (NOTE: there is limited tolerance for error when performing this task.)

References

Required	Related
DMM	
DOD 4525.6-M	

**Operate a Postal Service Center
805C-LF5-1532**

Conditions: You a Military Postal Clerk assigned to Postal Service Center. You are required to process incoming and outgoing mail while preventing loss and damage to the mail with the following:

1. Department of the Army (DA) Form 3955, Change of Address and Directory Card.
2. AF IMT 624, Base/Unit Locate and PSC Directory
3. OPNAV 5110/5, Notice of Address (Navy).
4. NAVMC 10572, Mail Directory File Card.
5. DD Form 2258, Temporary Mail Disposition Instructions.
6. DD Form 2262, Receptacle Record.
7. DD Form 2263, Mailing Address/Combination Notice.
8. United States Postal Service (PS) Form 3801, Standing Delivery Order.
9. PS Form 3849, Delivery Notice/Reminder/Receipt.
10. PS Form 3907, Post Office Box Mail Pickup Notice.
11. Mail Receptacle Name Label.
12. Articles of mail.
13. Standard USPS supplies and equipment.

Standards: Provide PSC service to eligible customers by issuing mail receptacles, closing mail receptacles, and delivering mail that is too large for the receptacles.

Performance Steps

1. Issue an advance receptacle.
 - a. Complete DD Form 2262.
 - (1) Place a check mark in the box marked not on file.
 - (2) Print the name of the receptacle holder.
 - (3) Print the date issued.
 - b. Label the bottom of the receptacle with the receptacle holder's box number, last name and the first letter of his/her name.
 - c. Complete DA Form 3955.
 - (1) Print receptacle holders name, grade and social security number.
 - (2) Print new organization, box number, old mailing address and date departed old organization.
 - (3) Annotate the estimated arrival date in the remarks section.
 - (4) File the card alphabetically by last name.
 - d. Complete DD Form 2258.
 - (1) Draw a diagonal line in red from corner to corner.
 - (2) Print the receptacle holders name and receptacle number.
 - (3) Place an x in the box marked "ADV ASG."
 - (4) Place an x in the box marked "hold all mail."
 - (5) Print the sponsor's name, unit, duty phone and the receptacle holder's estimated arrival date in the block marked special instructions.
 - (6) Print the receptacle holder's complete mailing address on the reverse side of DD Form 2258.

NOTE: Ensure the mail clerk signs his/her name in the box marked signature and print the date in the appropriate box.

2. Issue receptacle for personnel assigned to your unit.
 - a. Complete DD Form 2262.
 - (1) Place a check mark in the box marked not on file.
 - (2) Print the name of the receptacle holder.
 - (3) Print the date issued.

Performance Steps

- b. Label the bottom of the receptacle with the receptacle holder's box number, last name and the first letter of his/her name.
- c. Complete DA Form 3955.
 - (1) Print receptacle holders name, grade and social security number.
 - (2) Print new organization, box number, old mailing address and date departed old organization.
 - (3) File the card alphabetically by last name.

NOTE: Ensure the mail clerk signs his/her name in the box marked signature and print the date in the appropriate box.

- 3. Close a receptacle for personnel departing your unit.
 - a. Complete DD Form 2262.
 - (1) Annotate the date the receptacle was closed.
 - (2) Annotate the date the combination was changed.
 - b. Complete DA Form 3955.
 - (1) Annotate the purge date.
 - (2) Annotate the new mailing address.
 - (3) Annotate the date due to the new organization.
 - (4) Annotate the headquarters issuing orders, order number and the order date.
- 4. Deliver accountable mail that is too large for the receptacle.
 - a. Complete PS Form 3849.
 - (1) Print the article number, today's date and sender's name in the blocks provided.
 - (2) Indicate location of the post office.
 - (3) Place an X in the box marked "present at time of delivery."
 - (4) Place an X in the appropriate box to indicate the type of article.
 - (5) Place an X in the appropriate box to indicate the type of special service.
 - (6) Print the addressee name and address.
 - (7) Ensure individual signs his/her name in the block marked "received by."
 - (8) Indicate the date and time for pick up on the reverse side of form.
 - (9) Place form inside of the receptacle holder's box.
 - b. Annotate the shelf letter, box number and today's date on the side of the article. Example B-201-22.
- 5. Deliver ordinary mail that is too large for the receptacle.
 - a. Prepare PS Form 3907.
 - (1) Place an X in the box marked "article is too large for your box."
 - (2) Annotate the shelf number, the day, month, year, box number, and last name of the receptacle holder on the reverse side of the form.
 - (3) Place form inside of the receptacle holder's box.
 - b. Annotate the shelf letter, box number and today's date on the side of the article. Example B-201-22.

Evaluation Preparation: Supervisors may evaluate task performance on the job. To evaluate a Soldier's performance on the job, the Soldier should perform the task using the materials which appear in the above CONDITIONS statement. When the Soldier completes the task, score the Soldier PASS (P) or FAIL (F) on each performance measure.

Performance Measures	GO	NO-GO
1. Issued an advance receptacle.	—	—
2. Issued receptacle for personnel assigned to your unit.	—	—
3. Closed a receptacle for personnel departing your unit.	—	—
4. Delivered accountable mail that is too large for the receptacle.	—	—

Performance Measures	<u>GO</u>	<u>NO-GO</u>
5. Delivered ordinary mail that is too large for the receptacle.	—	—

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required

- DA FORM 3955
- DD FORM 2258
- DD FORM 2262
- DOD 4525.6-M
- PS FORM 3801
- PS FORM 3849
- PS FORM 3907

Related

Subject Area 6: ACCOUNTABLE MAIL

Process Incoming Registered Mail
805C-LF5-1216

Conditions: You a Military Postal Clerk assigned to the Registry Section of the post office. You are required to process incoming registered mail while preventing loss and damage to the mail with the following:

1. Several articles of registered mail.
2. PS Form 3849, Delivery Notice/Reminder/Receipt.
3. PS Form 3854, Manifold Registry Dispatch Book.
4. PS Form 3877, Firm Mailing Book for Accountable Mail.
5. PS Form 3883, Firm Delivery Receipt for Accountable Mail and Bulk Delivery Mail.
6. DD Form 2261, Registered Mail - Balance and Inventory.
7. Necessary rubber stamps and stamp pad.
8. Standard USPS supplies and equipment.

Standards: Process registered mail by verifying all registered mail in pouches and sacks, opening all mail in the presence of a witness, taking appropriate action if any discrepancies are found, completing the correct forms, and securing the registry section and all registered mail with 100% accuracy.

Performance Steps

1. Verify that all registered pouches, sacks, and/or outside mail listed on the outside/truck bill were received. (List the number of pieces received, indicate the time received, stamp the impression of an All Purpose Dating Stamp (APDS) and sign the bill.)
2. Take appropriate actions after identifying contaminated accountable (i.e. mail exposed to toxic agents).
 - a. Contact the local NBC (Nuclear, Biological or Chemical) authorities.
 - b. Segregate and secure from uncontaminated registered mail.
 - c. Destroy mail with guidance set forth by NBC and MPSA (Military Postal Service Agency.)
 - d. Report accountable mail that has been destroyed due to contamination.
3. Open all registered pouches individually in the presence of a witness, and verify that all articles of registered mail listed on the inside bill were received. (List the number of pieces received, indicate the time received, stamp the impression of an APDS and sign the bill.)
4. Take the appropriate action and notify supervisor if any discrepancies were found during the receipt of the registered mail.
5. Have the witness sign the inside bill.
6. Postmark, with an APDS, each article of registered mail received to show the date and APO received.
7. Complete PS Form 3806 (Receipt for Registered Mail) for registered mail irregularities.
8. Receipt for registered mail delivered by firm mailers and for articles for the postal finance window.
9. Prepare PS Form 3854 for registered mail found mingled with ordinary mail.
10. Secure the registry section and all registered mail when required.

Evaluation Preparation: Supervisors may evaluate task performance on the job. To evaluate a Soldier's performance on the job, the Soldier should perform the task using, the materials which appear in the above CONDITIONS statement. When the Soldier completes the task, score the Soldier PASS (P) or FAIL (F) on each performance measure.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Verified that all registered pouches, sacks, and/or outside mail listed on the outside/truck bill were received. (Listed the number of pieces received, indicated the time received, stamp the impression of an All Purpose Dating Stamp (APDS), and sign the bill.)	—	—
2. Took appropriate actions after identifying contaminated accountable mail (i.e., mail exposed to toxic agents).	—	—
3. Opened all registered pouches individually in the presence of a witness, and verified that all articles of registered mail listed on the inside bill were received. (Listed the number of pieces received, indicated the time received, stamped the impression of an APDS, and signed the bill.)	—	—
4. Took the appropriate action and notified supervisor if any discrepancies were found during the receipt of the registered mail.	—	—
5. Had the witness sign the inside bill.	—	—
6. Post marked, with an APDS, each article of registered mail received to show the date and APO received.	—	—
7. Completed PS Form 3806 for registered mail irregularities.	—	—
8. Received registered mail.	—	—
9. Prepared PS Form 3854 for registered mail found mingled with ordinary mail.	—	—
10. Secured the registry section and all registered mail found mingled with ordinary mail.	—	—

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required	Related
DMM	
DOD 4525.6-M	
PS FORM 3806	
PS FORM 3826	
PS FORM 3849	
PS FORM 3854	
PS FORM 3877	

Deliver Registered Mail
805C-LF5-1222

Conditions: You a Military Postal Clerk assigned to the Registry Section of the post office. You are required to deliver registered mail while preventing loss and damage to the mail with the following:

1. Several articles of registered mail.
2. PS Form 3849, Delivery Notice/Reminder/Receipt.
3. PS Form 3854, Manifold Registry Dispatch Book.
4. PS Form 3877, Firm Mailing Book for Accountable Mail.
5. PS Form 3883, Firm Delivery Receipt for Accountable Mail and Bulk Delivery Mail.
6. DD Form 2261, Registered Mail - Balance and Inventory.
7. Necessary rubber stamps and stamp pad.
8. Standard USPS supplies and equipment.

Standards: Deliver registered mail IAW the Department of Defense (DOD) 4525.6-M Postal Manual and Domestic Mail Manual (DMM).

Performance Steps

1. Deliver registered mail to individuals—
 - a. Prepare a PS Form 3849.
 - b. Send the prepared PS Form 3849 to the individual to whom the article is addressed.
 - c. Have the addressee or an authorized agent sign the PS Form 3849.
 - d. Sign and date the USPS Form 3849 as the delivery clerk.
 - e. Give the registered mail to the individual.
2. Deliver personal and or official registered mail to unit mail clerks—
 - a. Prepare PS Form 3883.
 - b. Have the authorized mail clerk verify and sign the PS Form 3883.
 - c. Have the clerk sign the PS Form 3883 as the delivery clerk.
 - d. Give a copy of the PS Form 3883 (endorsed by the customer) to the authorized mail clerk.
 - e. Retain the original copy of the PS Form 3883 for the post office records.
3. Prepare the proper documentation and dispatch undeliverable registered mail.

Evaluation Preparation: Supervisors may evaluate task performance on the job. To evaluate a Soldier's performance on the job, the Soldier should perform the task using the materials which appear in the above CONDITIONS statement. When the Soldier completes the task, score the Soldier PASS (P) or FAIL (F) on each performance measure.

Performance Measures	GO	NO-GO
1. Delivered registered mail to individuals.	—	—
2. Delivered personal and/or official registered mail to unit mail clerks.	—	—
3. Prepared the proper documentation for and dispatched undeliverable registered mail.	—	—

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any applicable performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required

DMM
DOD 4525.6-M
PS FORM 3849
PS FORM 3883

Related

Dispatch Outgoing Registered Mail
805C-LF5-1223

Conditions: You a Military Postal Clerk assigned to the Registry Section of the post office. You are required to dispatch registered mail while preventing loss and damage to the mail with the following:

1. Several articles of registered mail.
2. PS Form 3849, Delivery Notice/Reminder/Receipt.
3. PS Form 3854, Manifold Registry Dispatch Book.
4. PS Form 3877, Firm Mailing Book for Accountable Mail.
5. PS Form 3883, Firm Delivery Receipt for Accountable Mail and Bulk Delivery Mail.
6. DD Form 2261, Registered Mail - Balance and Inventory.
7. Necessary rubber stamps and stamp pad.
8. Standard USPS supplies and equipment.
9. USPS Item EP-390 (Envelope, Registry Jackets Printed).

Standards: Dispatch outgoing registered mail IAW Department of Defense (DOD) 4525.6-M Postal Manual and Domestic Mail Manual (DMM).

Performance Steps

1. Separate the registered mail by destination, and when applicable, further separate the personal mail from the official mail.
2. Prepare, if applicable, USPS Item EP-390 (Envelope, Registry Jackets Printed) when five or more letter-sized pieces are to be dispatched to the same location by—
 - a. Using a separate book of PS Forms 3854 (Manifold Registry Dispatch Book) for Registry Jackets.
 - b. Preparing two copies of PS Form 3854 showing each registered item included in the Registry Jacket.
 - c. Placing the original PS Form 3854 inside the Registry Jacket and keeping the duplicate in the book.
 - d. Stamping or marking the jacket "personal" or "official" as applicable.
3. Prepare the inside bill, PS Form 3854, for a registered pouch by—
 - a. Using a separate book of PS Forms 3854.
 - b. Preparing PS Form 3854, in duplicate, showing each registered item included in the pouch.
 - c. Placing the original inside bill in the pouch with the registered items in the presence of a witness.
 - d. Retaining the duplicate inside bill in the manifold dispatch book.
4. Close and secure the pouch with a numbered tin band seal in the presence of a witness.
5. Select, prepare, and affix a slide label and flight tag for the pouch.
6. Affix the appropriate label(s) on the address side of any outside mail.
7. Prepare the outside/truck bill (PS Form 3854) in triplicate, listing all registered pouches and outside mail to be dispatched to the same location.
8. Obtain the mail guard's signature on the triplicate copy, if applicable.
9. Make proper distribution of each copy of the outside/truck bill (PS Form 3854).

Evaluation Preparation: Supervisors may evaluate task performance on the job. To evaluate a Soldier's performance on the job, the Soldier should perform the task using the materials which appear in the above CONDITIONS statement. When the Soldier completes the task, score the Soldier PASS (P) or FAIL (F) on each performance measure.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Separated the registered mail by destination, and when applicable, further separated the personal mail from the official mail.	—	—
2. Prepared, if applicable, USPS Item EP-390 (Envelope, Registry Jackets Printed) when five or more letter-size pieces are to be dispatched to the same location.	—	—
3. Prepared the inside bill, PS Form 3854 (Manifold Registry Dispatch Book), for a registered pouch.	—	—
4. Closed and secured the pouch with a numbered tin band seal in the presence of a witness.	—	—
5. Selected, prepared, and affixed a slide label and flight tag for the pouch.	—	—
6. Affixed the appropriate label(s) on the address side of any outside mail.	—	—
7. Prepared the outside/truck bill (PS Form 3854) in triplicate, listing all registered pouches and outside mail to be dispatched to the same location.	—	—
8. Obtained the mail guard's signature on the triplicate copy, if applicable.	—	—
9. Made proper distribution of each copy of the outside/truck bill (PS Form 3854).	—	—

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required	Related
DMM	
DOD 4525.6-M	
PS FORM 3854	
USPS ITEM EP390	

Close a Registry Section**805C-LF5-1227**

Conditions: You a Military Postal Clerk assigned to the Registry Section of the post office. You are required to close the Registry Section while preventing loss and damage to the mail with the following:

1. Several articles of registered mail.
2. PS Form 3849, Delivery Notice/Reminder/Receipt.
3. PS Form 3854, Manifold Registry Dispatch Book.
4. PS Form 3877, Firm Mailing Book for Accountable Mail.
5. PS Form 3883, Firm Delivery Receipt for Accountable Mail and Bulk Delivery Mail.
6. DD Form 2261, Registered Mail - Balance and Inventory.
7. Necessary rubber stamps and stamp pad.
8. Standard USPS supplies and equipment.

Standards: Close the registry section IAW the Department of Defense (DOD) 4525.6-M Postal Manual and Domestic Mail Manual (DMM).

Performance Steps

1. Prepare a DD Form 2261 to account for all registered mail processed by the registry section during the shift.
 - a. Extract applicable information from all documentation used to receive, deliver, and dispatch registered mail, and from all registered mail not delivered.
 - b. Count all registered mail you have on hand at your post office that will not be dispatched and list those items on the back of the DD Form 2261.
 - c. Account for all PS Form 3849 (Delivery Notice/Reminder/Receipt) that any customer signed for their personal registered mail if you delivered any personal registered mail. Write the registered numbers from the PS Form 3849 in section C of the DD Form 2261.
 - d. Have the witness and registered clerk print their name in the remarks section.
2. Have the verifying officials sign the form after verifying that all entries on the DD Form 2261 are correct.
3. Retain the DD Form 2261 with back up documentation.
4. Secure the registry section with proper padlock.

Evaluation Preparation: Supervisors may evaluate task performance on the job. To evaluate a Soldier's performance on the job, the Soldier should perform the task using the materials which appear in the above CONDITIONS statement. When the Soldier completes the task, score the Soldier PASS (P) or FAIL (F) on each performance measure.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Prepared DD Form 2261 (Registered Mail - Balance and Inventory) to account for all registered mail processed by the registry section during the shift.	—	—
2. Had the verifying official sign the form after verifying that all entries on the DD Form 2261 were correct.	—	—
3. Retained the DD Form 2261 (with the backup documentation).	—	—
4. Secured the registry section with proper padlock.	—	—

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required

DD FORM 2261
DMM
DOD 4525.6-M

Related

Skill Level 2

Subject Area 1: MAN THE FORCE

Perform System Administration**805C-42A-2001**

Conditions: You are assigned as an HR Specialist in an S-1 where on a daily basis you must perform eMILPO system administration. You have the User Manual for eMILPO, eMILPO Access Request Forms, and access to a personal computer with eMILPO Portal available and a local SOP.

Standards: 1. Establish User Account Functions.
2. Perform System Functions.

Performance Steps

1. Overview the AHRS web portal—
 - a. Define the eMILPO web site.
 - b. Identify steps to access the eMILPO web site.
 - c. Identify guidelines for eMILPO web site users.
2. Overview the eMILPO Access Request Form by identifying—
 - a. Process to request for an eMILPO account.
 - b. Role of the System Administrator.
 - c. User information.
 - d. User profile.
 - e. Functional and workflow roles.
 - f. Supervisor authentication.
 - g. Requested functions.
 - h. System Administration Information.
3. Establish User Accounts by identifying—
 - a. System administration functions.
 - b. Roles and responsibilities.
 - c. User account functions.
 - d. Group functions.
 - e. System functions.
 - f. System reports.

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Reviewed the AHRS Web Portal.	—	—
2. Reviewed the eMILPO Access Request Form.	—	—
3. Established User Accounts.	—	—

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GOES if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required

EMILPO USERS MANUAL

Related

Process Workflow Notices**805C-42A-2003**

Conditions: You are assigned as an HR Specialist in an S-1 where on a daily basis you must process workflow notices with a computer and access to eMILPO.

Standards: Process all actions generated in the Workflow Inbox and Outbox to include Informational and Action based Notices with 70% accuracy.

Performance Steps

1. Overview of Workflow Notices.
 - a. Identify Workflow Functionalities.
 - b. Identify Workflow Notices.
2. Resolve the Workflow Inbox.
 - a. Log into the eMILPO Training Database.
 - b. View the Workflow Inbox Layout.
 - c. Perform Workflow Notice Actions.
3. View the Workflow Outbox Layout.
4. Delegate Workflow Roles.
5. Process PERSTEMPO Workflow Tasks.
 - a. Process Starting Date/Ending Date Workflow Tasks.
 - b. Process Missing Operation/Exercise Title Workflow Tasks.

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

Performance Measures	<u>GO</u>	<u>NO-GO</u>
1. Reviewed the Workflow Notices.	—	—
2. Resolved the Workflow Inbox.	—	—
3. Viewed the Workflow Outbox.	—	—
4. Delegated a Role.	—	—
5. Processed PERSTEMPO Workflow Tasks.	—	—

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GOES if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References**Required**

EMILPO FUNCTIONAL GUIDE
EMILPO USERS MANUAL

Related

Subject Area 4: POSTAL FINANCE

Conduct Audit of Stamp Stock
805C-LF5-1217

Conditions: You are assigned as the Custodian of Postal Effects (COPE) in a Military Post Office and required to audit the stamp stock of a Postal Finance Clerk while preventing loss or mismanagement of postal funds with the following:

1. Fixed/Flexible Credit Account to be Audited.
2. PS Form 1096, Customer Receipt.
3. PS Form 3294, Cash and Stock Count and Summary.
4. Purpose Dating Stamp (APDS) and Stamp Pad.
5. Student Handout.

Standards: Conduct and record the audit of a fixed/flexible credit IAW DOD 4525.6-M with 100% accuracy.

Performance Steps

1. Identify the three types of audits used by the Military Postal Service.
 - a. Monthly Audit.
 - b. Quarterly Audit.
 - c. Special Audit.
2. Ensure audits are conducted at unscheduled and unannounced times.
 - a. Ensure accounts that are used to conduct window sales are audited at least monthly.
 - b. Ensure audits are conducted using PS Form 3294 (Cash and Stock Count and Summary).
3. Identify personnel authorized to conduct audits as follows:
 - a. Postal Finance Officers (PFO).
 - b. Custodian of Postal Effects (COPE).
 - c. MPO Supervisors.
 - d. Responsible Commanders.
 - e. Postal Officers.
 - f. USPS Inspectors or other USPS representatives of the Postmaster General.
 - g. Military Services or major command Inspector General (IG) teams.
 - h. DOD and Military Service's Audit Agencies, including Monies Audit Board Members. (A Command Monies Audit Board is a board of officers appointed by the Commanding Officer to conduct audits of all Government Funds including postal funds).
 - i. Persons whose duties are of an investigative nature, when authorized by responsible commander or the USPS for a specific purpose.
 - j. A disinterested officer or noncommissioned officer (NCO) appointed by the responsible commander.
 - k. Military Postal Service Agency (MPSA) personnel.
 - l. Postal Assistance Advisors.
 - m. Audit and inspection personnel designated by major commander.
4. Have the clerk close the finance window or be replaced by another clerk prior to beginning the audit. Advise the clerk that no exchange of currency or stamped paper will be allowed during the audit procedure.
5. Verify the issued amount of the clerk's stamp stock by reviewing the PS Form 3369 (Consigned Credit Receipt).

Performance Steps

6. Determine the tolerance amount depending on the stamp stock and funds the clerk was issued on the PS Form 3369 (Consigned Credit Receipt). (The tolerance is the amount the window clerk can be either over or short. Tolerance limits apply only to fixed credits of finance clerks conducting window transaction with customers, there is no tolerance limit for a flexible account).
 - a. \$300.00 or less.....\$2.00.
 - b. \$300.00 thru \$1,000.00.....\$10.00.
 - c. \$1,000.00 thru \$5,000.00.....\$20.00.
 - d. \$5,000.00 thru above.....\$40.00.
 - e. Fixed credit being withdrawn.....NO TOLERANCE.
7. Audit Results. Overage and shortages within tolerance limits above are carried forward to the next audit. The disposition of overages and shortages in excess of the tolerance limits is as follows:
 - a. Collect the entire amount of overage to include the tolerance (as the auditor) and turn over to the Custodian of Postal Effects (COPE). The COPE will prepare a PS Form 1096 (Customer Receipt) in duplicate. The clerk receives the original; the COPE retains the duplicate copy in the MPO files. Overages are remitted by the COPE to the Accountable Postmaster/PFO by check along with a copy of the audit.
 - b. Replace shortages to include the amount of tolerance (as the postal finance clerk) at the time of the audit.
8. Verify that all money orders are properly accounted for before auditing the fixed/flexible credit if the person being audited has money orders assigned. There is no tolerance limit for money order accounts. Verify the money orders issued against the DD Form 885 (Money Order Control Record). Verify the serial numbers of the money orders in the possession of the individual being audited.
9. Separate meter funds prior to auditing the fixed/flexible credit portion if the person being audited has a postage meter assigned. To do this subtract the current ascending from the descending reading shown of the postage meter from those shown on the clerk's copy of PS Form 3602-PO. Withdraw this amount from the clerk's account and set it aside until the audit is complete. This amount is audited separately and recorded on the PS Form 3294 (Cash and Stock Count and Summary).
10. Record the results of the audit on PS Form 3368 (Stamp Credit Examination Record).

Evaluation Preparation: You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the Soldier completes the task, the supervisor will score the Soldier PASS (P) or FAIL (F) on each performance measure.

Performance Measures	GO	NO-GO
1. Identified the three types of audits conducted by the Military Postal Service.	—	—
2. Ensured that audits were conducted at unscheduled and unannounced times.	—	—
3. Identified the personnel authorized to conduct audits.	—	—
4. Had the clerk close the finance window or be replaced by another clerk prior to beginning the audit. Advised the clerk that no exchange of currency or stamped paper would be allowed during the audit procedure.	—	—
5. Verified the issued amount of the clerk's stamp stock by reviewing the PS Form 3369 (Consigned Credit Receipt).	—	—
6. Determined the tolerance amount depending on the stamp stock and funds the clerk was issued on the PS Form 3369. The tolerance is the amount the window clerk can be either over or short. Tolerance limits apply only to fixed credits of finance clerks conducting window transactions with customers.	—	—
7. Verified audited results.	—	—

Performance Measures	<u>GO</u>	<u>NO-GO</u>
8. Verified that all money orders were properly accounted for before auditing the fixed credit if the person being audited had money orders assigned. There was no tolerance limit for money order accounts. Verified the money orders issued against the DD Form 885 (Money Order Control Record). Verified the serial numbers of the money orders in the possession of the individual being audited.	—	—
9. Separated meter funds prior to auditing the fixed credit portion if the person being audited had a postage meter assigned. To do this subtracted the current ascending from the descending reading shown of the postage meter from those shown on the clerk's copy of PS Form 3602-PO (Postage Collected Through Post Office Meter). This amount was withdrawn from the clerk's account and set aside until the audit was completed. This amount was audited separately and recorded on the Cash and Stamp Stock Count and Summary (PS Form 3294).	—	—
10. Recorded the results of the audit on PS Form 3368 (Stamp Credit Examination Record).	—	—

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any applicable performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly. (NOTE: There is zero tolerance for error when performing this task.)

References

Required	Related
DD FORM 885	
DOD 4525.6-M	
PS FORM 1096	
PS FORM 3294	
PS FORM 3368	
PS FORM 3369	
PS FORM 3602-PO	

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GLOSSARY

Section I

Acronyms & Abbreviations

AAM	Army achievement medal
AC	active component; assistant commandant
ACCP	Army Correspondence Course Program
AG	Adjutant General
APDS	all-purpose date(ing) stamp
APO	Army Post Office
AR	Army Regulation; Army Reserve
ARCOM	Army commendation medal; Army Reserve Command
AS	as stated; associate of the sciences degree
ASI	additional skill identifier
AWOL	absent without leave
BASD	basic active service date
BESD	basic enlisted service date
C2SRS	command, control, and strength reporting system
CAC	common access card
Cdr	commander
CF	copy furnished
CMF	career management field
COLA	cost of living allowance
CONUS	the continental United States
COPE	custodian of postal effects
CPU	central processing unit
CSM	Command Sergeant Major
DA	Department of the Army
DCIPS	Defense Casualty Information Processing System

DFAS	Defense Finance and Accounting Service
DFR	dropped from rolls
DLT	decision logic table
DMM	Domestic Mail Manual
DOD	Department of Defense
DODFMR	Department of Defense Financial Management Regulation
DOR	date of rank; detail obligation report
DSN	defense switchboard network
DTAS	deployed theater accountability software
DTG	date-time group
ERB	enlisted records brief
ETS	Expiration Term of Service
FAO, F&AO	finance and accounting office
FM	field manual; frequency modulation; financial management
FOUO	for official use only
FPO	Fleet Post Office
FY	fiscal year
GCMDL	good conduct medal
HALO	high altitude-low opening
HQDA	Headquarters, Department of the Army
HTDS	Host Terminal Data Server
IAW	in accordance with
ID	identification; Infantry Division
IMM	International Mail Manual
IPERMS	Personnel Electronic Records Management System
IRT	integrated retail terminal
JFTR	Joint Forces Travel Regulation
JMPA	joint military postal activity; joint military satellite communications (MILSATCOM) panel administrator

LAN	local area network
MACOM	Major Army Command
MACP	mortuary affairs collection point
MAO	mailing address only
MFR	memorandum for record
MILPER	military personnel
MILPO	military personnel office
MO	money order; monthly; month
MOS	military occupational specialty
MOSC	military occupational specialty code
MP	military police
MPO	military post office; military payment order
MPOLL	military post office location list
MPOMDS	military post office mail distribution scheme
MPRJ	military personnel records jacket, U. S. Army
MPS	military postal system
MPSA	Military Postal Service Agency
MSM	meritorious service medal
MTP	mission training plan; MOS training plan
NATO	North Atlantic Treaty Organization
NCO	noncommissioned officer
NCOIC	noncommissioned officer in charge
NIPRNET	Non-Secure Internet Protocol Router Network
NOK	next-of-kin
OCONUS	outside the continental United States
OIC	officer-in-charge
OMCO	official mail control officer
OMDC	official mail and distribution center

OMM	official mail manager
OMPF	official military personnel file
ORB	officer record brief
OSM	outside mail
PAI	Personnel Asset Inventory
PAL	parcel airlift
PC	personal computer; postal clerk
PCS	permanent change of station
PEBD	pay entry basic date
PIF	place in inactive file
PMOS	primary military occupational specialty
PMOSC	primary military occupational specialty code
PNOK	primary next of kin
POB	place of birth
POC	point of contact; privately owned conveyance
POM	program objective memorandum; preparation for oversea movement; Postal Operations Manual
PS	prior service; postal service
RC	reserve component
REC	radio-electronic combat; record(s)
RHA	records holding area
RMO	records management official
S1	adjutant (US Army)
SAM	surface-to-air missile; soft-structural, aluminum, malleable
SDR	special drawing right
SEP	separation
SF	standard form
SFPA	suspension of favorable actions

SGLI	servicemembers' group life insurance
SI	skill identifier
SIDPERS	standard installation/division personnel system
SIPRNET	SECRET Internet Protocol Router Network
SL	skill level
SM	Soldier's manual
SMTG	Soldier's manual/trainer's guide
SMOS	secondary military occupational specialty
SMOSC	secondary military occupational specialty code
SNCO	senior noncommissioned officer
SOP	standing operating procedure
SPC	specialist
SPECAT	special category
SSAN	social security account number
SSI	special skill identifier; signal supplemental instructions
SSN	social security number
STP	Soldier Training Publication
SUPV	supervision; supervise
SYS	system(s)
TAG	technical assessment group; The Adjutant General; Tomahawk land-attack missile aimpoint graphic
TAPDB	Total Army Personnel Database
TCC	telecommunications center
TCMD	transportation control movement document
TDA	table of distribution and allowance
TDY	temporary duty
TG	training guide; trainer's guide; task group
TIG	time in grade
TIS	time in service

TM	technical manual
TO&E	table of organization and equipment
TS	terminal service; top secret
U.S.C.	United States Code
UCFR	Unit Commander's Finance Report
UCMJ	uniform code of military justice
UHF	ultrahigh frequency
UI	unit of issue
US or U.S.	United States
USA	United States of America; United States Army
USAF	United States Air Force
USASSI	United States Army Soldier Support Institute
USMC	United States Marine Corps
USN	United States Navy
USPS	United States Postal Service
USAEREC	U.S. Army Enlisted Records and Evaluation Center
VHA	variable housing allowance
VHF	very high frequency
via	by way of
VSAT	very small aperture terminal
WD	withdrawn
WIT	witness
WNRC	Washington National Records Center
WO	warrant officer
ZIP Code	zoning improvement plan code
ZULU	time zone indicator for Universal Time

Section II**Terms****Bn**

battalion

DA FORM

Department of the Army Form

DA PAM

Department of the Army Pamphlet

DD Form

Department of the Defense Form

Memo

memorandum; mission essential maintenance only

Military Post Office

A branch of a designated U.S. Post Office such as New York, San Francisco, or Miami established by U.S. Postal Service authority and operated by the Army, Air Force, Navy, and Marine Corps.

Military Postal Clerk

A U.S. military or U.S. civilian employee designated to perform postal duties. The term includes Army, Navy, Air Force, and Marine Corps.

Reg

Regiment; regulation; regular

security certification

A certification issued by competent authority to indicate that a person has been investigated and is eligible for access to classified matter to the extent stated in the certification.

security classification

A category to which national security information and material is assigned to denote the degree of damage that unauthorized disclosure would cause to national defense or foreign relations of the United States and to denote the degree of protection required. There are three such categories. a. top secret - National security information or material that requires the highest degree of protection and the unauthorized disclosure of which could reasonably be expected to cause exceptionally grave damage to the national security. Examples of "exceptionally grave damage" include armed hostilities against the United States or its allies; disruption of foreign relations vitally affecting the national security; the compromise of vital national defense plans or complex cryptologic and communications intelligence systems; the revelation of sensitive intelligence operations; and the disclosure of scientific or technological developments vital to national security. b. secret - National security information or material that requires a substantial degree of protection and the unauthorized disclosure of which could reasonably be expected to cause serious damage to the national security. Examples of "serious damage" include disruption of foreign relations significantly affecting the national security; significant impairment of a program or policy directly related to the national security; revelation of significant military plans or intelligence operations; and compromise of significant scientific or technological developments relating to national security. c. confidential - National security information or material that requires protection and the unauthorized disclosure of which could reasonably be expected to cause damage to the national security. See also classification; security.

security clearance

An administrative determination by competent authority that an individual is eligible, from a security standpoint, for access to classified information.

SGLV

Refers to the form SGLV 8286, Servicemembers' Group Life Insurance Election and Certificate: this form can be found at: <http://www.insurance.va.gov/sglisite/forms/8286.htm>.

unit combat readiness

See combat readiness.

very small aperture terminal

Refers to a fixed satellite terminal whose antenna diameter typically does not exceed two meters; also called VSAT.

Waiver

A request, submitted through appropriate channels, for permission to enlist/reenlist/immediately reenlist/extend an individual who does not meet all of the eligibility requirements.

REFERENCES

Required Publications

Required publications are sources that users must read in order to understand or to comply with this publication.

Army Publications

AR 25-50	<i>Preparing and Managing Correspondence</i> , 3 June 2002.
AR 37-104-4	<i>Military Pay and Allowance Policy and Procedures-Active Component</i> , 8 June 2005.
AR 350-1	<i>Army Training And Leader Development</i> , 18 December 2009.
AR 600-8-1	<i>Army Casualty Program</i> , 30 April 2007.
AR 600-8-2	<i>Suspension of Favorable Personnel Actions (FLAGS)</i> , 23 December 2004.
AR 600-8-3	<i>Unit Postal Operations</i> , 28 December 1989.
AR 600-8-6	<i>Personnel Accounting and Strength Reporting</i> , 24 September 1998.
AR 600-8-10	<i>Leaves and Passes</i> , 15 February 2006.
AR 600-8-19	<i>Enlisted Promotions and Reductions</i> , 30 April 2010.
AR 600-8-22	<i>Military Awards</i> , 11 December 2006.
AR 600-8-104	<i>Military Personnel Information Management/Records</i> , 22 June 2004.
AR 600-8-105	<i>Military Orders</i> , 28 October 1994.
AR 600-9	<i>The Army Weight Control Program</i> , 27 November 2006.
AR 630-10	<i>Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings</i> , 13 January 2006.
AR 635-200	<i>Active Duty Enlisted Administrative Separations</i> , 6 June 2005.
ATTP 1-0.1	<i>S-1 Operations</i> , 16 May 2011.
DA MEMO 600-8-22	<i>Award of the Legion of Merit and Lesser Awards for Service, Achievement, or Retirement During Peacetime</i> , 9 July 2001.
DA PAM 600-8	<i>Management and Administrative Procedures</i> , 1 August 1986.
DA PAM 600-8-1	<i>Standard Installation/Division Personnel System (SIDPERS) Battalion S1 Level Procedures</i> , 1 March 1989.
DA PAM 600-8-21	<i>Soldier Applications Program</i> , 28 July 1995.
DA PAM 600-8-23	<i>Standard Installation/Division Personnel System (SIDPERS) Database Management Procedures</i> , 1 April 1992.
FM 1-0	<i>Human Resources Support</i> , 6 April 2010.

Department of Army Forms

DA forms are available on the APD web site (www.apd.army.mil).	
DA FORM 2-1	<i>Personnel Qualification Record</i> .
DA FORM 31	<i>Request Authority for Leave</i> .
DA FORM 137-2	<i>Installation Clearance Record</i> .
DA FORM 268	<i>Report to Suspend Favorable Personnel Actions (FLAG)</i> .
DA FORM 638	<i>Recommendation for Award</i> .
DA FORM 647	<i>Personnel Register</i> .
DA FORM 1156	<i>Casualty Feeder Card</i> .
DA FORM 2028	<i>Recommended Changes to Publications and Blank Forms</i> .
DA FORM 2142	<i>Pay Inquiry</i> .

DA FORM 2166-8	<i>Noncommissioned Officer Evaluation Report.</i>
DA FORM 2823	<i>Sworn Statement.</i>
DA FORM 3444	<i>Inpatient Treatment Records and Dental Records (Orange).</i>
DA FORM 3955	<i>Change of Address and Directory Card.</i>
DA FORM 3986-R	<i>Personnel Asset Inventory.</i>
DA FORM 4179	<i>Leave Control Log.</i>
DA FORM 4187	<i>Personnel Action.</i>

Department of Defense Forms

DD forms are available on the OSD web site (http://www.dtic.mil/whs/directives/infomgt/forms/index.htm).	
DD FORM 4	<i>Enlistment/Reenlistment Document Armed Forces of the United States.</i>
DD FORM 93	<i>Record of Emergency Data.</i>
DD FORM 458	<i>Charge Sheet.</i>
DD FORM 553	<i>Deserter/Absentee Wanted by the Armed Forces.</i>
DD FORM 885	<i>Money Order Control Record.</i>
DD FORM 1372	<i>Mail Manifest.</i>
DD FORM 1384	<i>Transportation Control and Movement Document.</i>
DD FORM 1966	<i>Record of Military Processing – Armed Forces of the United States.</i>
DD FORM 2258	<i>Temporary Mail Disposition Instructions.</i>
DD FORM 2261	<i>Registered Mail - Balance and Inventory.</i>
DD FORM 2262	<i>Receptacle Record.</i>
DD FORM 2263	<i>Mailing Address/Combination Record.</i>

Department of Defense Publications

DOD 4525.6-C	<i>DOD Postal Supply Catalog, 1 April 1990.</i>
DOD 4525.6-M	<i>DOD Postal Manual, 15 August 2002.</i>
DODFMR 7000.14-R	<i>Department of Defense Financial Management Regulation,</i> < http://comptroller.defense.gov/fmr/ >.
DODFMR 7000.14-R, VOL 1	<i>Department of Defense Financial Management Regulation, Volume 1,</i> <i>General Financial Management Information, Systems and</i> <i>Requirements.</i>
DODFMR 7000.14-R, VOL 7A	<i>Department of Defense Financial Management Regulation, Volume 7A,</i> <i>Military Pay Policy and Procedures - Active Duty and Reserve Pay.</i>

United States Postal Forms

PS FORM 1000	<i>Domestic or International Claim.</i>
PS FORM 1096	<i>Customer Receipt.</i>
PS FORM 1412	<i>Daily Financial Report.</i>
PS FORM 1586	<i>Supply Record (card).</i>
PS FORM 17	<i>Stamp Requisition/Stamp Return.</i>
PS FORM 2759	<i>Report of Irregular Handling of Mail.</i>
PS FORM 2976	<i>Customs Declaration CN 22 — Sender's Declaration.</i>
PS FORM 2976-A	<i>Customs Declarations and Dispatch Note — CP 72.</i>
PS FORM 3294	<i>Cash and Stock Count and Summary.</i>
PS FORM 3368	<i>Stamp Credit Examination Record.</i>
PS FORM 3369	<i>Consigned Credit Receipt.</i>

PS FORM 3533	<i>Application for Refund of Fees, Products and Withdrawals of Customer Accounts.</i>
PS FORM 3579	<i>Notice of Undeliverable Periodical.</i>
PS FORM 3602-PO	<i>Postage Collected through Post Office Meter.</i>
PS FORM 3800	<i>Certified Mail Receipt.</i>
PS FORM 3801	<i>Standing Delivery Order.</i>
PS FORM 3806	<i>Receipt for Registered Mail.</i>
PS FORM 3811	<i>Domestic Return Receipt.</i>
PS FORM 3813	<i>Receipt for Domestic Insured Parcel.</i>
PS FORM 3813-P	<i>Insured Mail Receipt.</i>
PS FORM 3817	<i>Certificate of Mailing.</i>
PS FORM 3826	<i>Registry Irregularity Report.</i>
PS FORM 3831	<i>Receipt for Article(s) Damaged in Mails</i>
PS FORM 3849	<i>Delivery Notice/Reminder/Receipt.</i>
PS FORM 3854	<i>Manifold Registry Dispatch Book.</i>
PS FORM 3877	<i>Firm Mailing Book for Accountable Mail.</i>
PS FORM 3883	<i>Firm Delivery Receipt for Accountable Mail and Bulk Delivery Mail.</i>
PS FORM 3907	<i>Post Office Box Mail Pickup Notice.</i>
PS FORM 3977	<i>Duplicate Key Inventory.</i>
PS FORM 6019	<i>Military Post Office (MPO) Report of Money Order Business.</i>
PS FORM 6401	<i>Money Order Inquiry.</i>
PS FORM 7380	<i>MDC Supply Requisition.</i>

Other Product Types

AF IMT 624	<i>Base/Unit Locate and PSC Directory.</i>
DCIPS FORWARD USER MANUAL	<i>Defense Casualty Information Processing System Forward User Manual, 1 July 2003 <https://s1net.army.mil>.</i>
DFAS FORM 702	<i>Defense Finance and Accounting Service Military Leave and Earnings Statement.</i>
DMM	<i>Domestic Mail Manual,</i> <http://pe.usps.gov/text/dmm300/DMM300_landing.htm>.
EMILPO FUNCTIONAL GUIDE	<i>Electronic Military Personnel Office Functional Guidance,</i> <https://emilpo.ahrs.army.mil>.
EMILPO USERS MANUAL	<i>Electronic Military Personnel Office Users Manual,</i> <https://emilpo.ahrs.army.mil>.
EMILPO WEBSITE	<i>Electronic Military Personnel Office Website,</i> <https://emilpo.ahrs.army.mil>.
IMM	<i>International Mail Manual, <http://pe.usps.gov/text/lmm/welcome.htm>.</i>
NGB FORM 22	<i>National Guard Report of Separation And Record Of Service.</i>
POM	<i>Postal Operations Manual, <http://www.apwu.org/dept/ind-rel/iruspshbks.asp>.</i>
PS 4326	<i>National Five-Digit Zip Code and Post Office Directory.</i>
SF 86	<i>Questionnaire for National Security Positions.</i>
SGLV 8286	<i>Servicemembers' Group Life Insurance Election and Certificate,</i> <http://insurance.va.gov/sgliSite/forms/forms.htm>.
USERS GUIDE-IRT	<i>Integrated Retail Terminal Users Guide, (available through Military Post offices).</i>
USPS ENVELOPE 2976-E	<i>Customs Declaration Envelope – CP 91.</i>
USPS HANDBOOK T-7	<i>Distributing, Dispatching, and Transporting Military Mail by Air.</i>

USPS ITEM EP390	<i>Envelope, Registry Jackets Printed</i> , (ordered from the USPS Material Distribution Center, Topeka, KS).
USPS LABEL 11B	<i>Express Mail Post Office to Addressee Service.</i>
USPS LABEL 86	<i>Express Mail—Military Service.</i>
USPS LABEL 107	<i>Priority Mail Sticker.</i>
USPS LABEL 200	<i>Registered Mail .</i>
USPS NOTICE 123	<i>Price List.</i>
USPS OFFICIAL ZONE CHART	<i>USPS Official Zone Chart.</i>
USPS POSTAL BULLETIN	<i>United States Postal Service Postal Bulletin</i> , <http://about.usps.com/postal-bulletin/pb2011.htm> .

Related Publications

Related publications are sources of additional information. They are not required in order to understand this publication.

Army Regulations

AR 25-400-2	<i>The Army Record Information Management System (ARIMS)</i> , 2 October 2007.
AR 310-50	<i>Authorized Abbreviations, Brevity Codes and Acronyms</i> , 15 November 1985.
AR 380-5	<i>Department of the Army Information Security Program</i> , 29 September 2000.
AR 600-8-14	<i>Identification Cards for Members of Uniformed Services, Their Family Members, and Other Eligible Personnel</i> , 17 June 2009.

Other Product Types

TPS MANUAL	<i>Tactical Personnel System Manual</i> , 26 April 2005 <https://s1net.army.mil> .
USERS MANUAL-RAPIDS	<i>RAPIDS User Manual</i> , 1 May 1995 <https://s1net.army.mil> .
USERS MANUAL-TOPMIS	<i>Total Officer Personal Management Information System (TOPMIS) User Manual</i> , 28 October 1997 <https://s1net.army.mil> .

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By Order of the Secretary of the Army

RAYMOND T. ODIERNO
General, United States Army
Chief of Staff

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